

United States Coast Guard Auxiliary



Auxiliary Travel Arranger (AUXTA) Program Standard Operating Procedures

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16790 / AUX-SOP-013(A)
26 Oct 2023

MEMORANDUM

From: /T. P. Glendye, CAPT/
Chief, Office of Auxiliary and Boating Safety

Reply to CG-BSX-11
Attn of: YN1 S. Tober
(202) 372-1261

To: Distribution

Subj: AUXILIARY TRAVEL ARRANGER PROGRAM STANDARD OPERATING
PROCEDURES

Ref: (a) Joint Travel Regulations
(b) Federal Travel Regulation
(c) Auxiliary Manual, COMDTINST M16790.1 (series)

1. PURPOSE. To establish Standard Operating Procedures (SOP) for the Auxiliary Travel Arranger (AUXTA) program at Auxiliary national and district levels in accordance with provisions of references (a)-(c).
2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who participate in the AUXTA program adhere to the provisions of this SOP. Auxiliary Travel Arrangers shall maintain close liaison with their District Director of Auxiliary (DIRAUX) for the purpose of general programmatic advice and guidance including matters of performance standards and expectations.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. None.
5. BACKGROUND.
 - (a) The Coast Guard and Coast Guard Auxiliary offer service to the Nation, rewarding missions, personal challenges, teamwork, and responsibility. To meet the goals and expectations of the organization, travel is sometimes required to participate in Coast Guard missions and training.
 - (b) Working within the guidelines set forth in references (a) and (b), designated Auxiliarists are authorized to act as travel arrangers within the Electronic Travel System (ETS). Upon completion of appropriate training and receipt of designation, Auxiliarists may provide support locally and nationally by entering travel authorizations for Auxiliary travelers using Coast Guard funds.

(c) In accordance with reference (c), Auxiliarists may not act as approving officials (AO) in assignment or obligation of Coast Guard funds.

6. DISCLAIMER. This SOP is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Auxiliary personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES. None.

8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the Auxiliary Travel Arranger program guidance throughout this SOP.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This SOP will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment.

10. DISTRIBUTION. No paper distribution will be made of this SOP. An electronic version will be posted on the Chief Director of Auxiliary (CHDIRAUX) web site: <https://wow.uscgaux.info/content.php?unit=BX-GROUP&category=sop> . All web sites in the SOP are the most current available. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.

11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this SOP, regardless of format or media, must be managed in accordance with records retention guidance in reference (c).

12. FORMS. Forms that may be associated with this SOP will be available on the Coast Guard Auxiliary webpage at the following link: <https://forms.cgaux.org/forms1.php> .

13. REQUESTS FOR CHANGES. Questions about this SOP and requests for changes should be submitted in writing via the cognizant Auxiliary chain of leadership and management.

#

Encl: (1) Auxiliary Travel Arranger (AUXTA) Program SOP
(2) Auxiliary Travel Arranger (AUXTA) Program Training Guide

Dist: NEXCOM, ANACO-FC, DIR-H, DIRAUX, DCO

Auxiliary Travel Arranger (AUXTA) Program
Standard Operating Procedures

Table of Contents

1. General Guidelines.	2
a. Auxiliary Travel Arranger (AUXTA) Program.	2
b. Coast Guard Travel Web Page.	2
c. Initial Requirements.	2
d. Workflow Procedures and Expectations.	3
2. DIRAUX Guidelines.	3
Appendix A: Acronyms	5

Auxiliary Travel Arranger (AUXTA) Program

Standard Operating Procedures

1. General Guidelines.

a. Auxiliary Travel Arranger (AUXTA) Program. Auxiliarists are authorized to augment the Coast Guard's travel process throughout the United States and its territories. This augmentation may consist of multiple travel situations but is not limited in scope for the following:

- (1) Augmenting a District Director of Auxiliary (DIRAUX) office as an AUXTA for routine mission and training travel, including Coast Guard funded "C" schools.
- (2) Augmenting a DIRAUX office for mission travel and deployments as requested by the Coast Guard Surge Staffing Branch and other similar entities.
- (3) Assisting Auxiliary travelers with making airfare, hotel, rental car, and other necessary travel reservations using the Coast Guard's designated Travel Management Company (TMC) such as CWT SATO.
- (4) Arranging travel in the Electronic Travel System (ETS) for Auxiliary travelers.
- (5) Arranging vouchers in ETS for Auxiliary travelers.

b. Coast Guard Travel Web Page. The following web page provides a centralized location for travel related policy documents and ETS user guides:

<https://www.dcms.uscg.mil/ppc/travel/ets/> .

c. Initial Requirements. In order to be assigned to duty as an AUXTA, an Auxiliarist must:

- (1) Be in either Basically Qualified (BQ) or Operational Auxiliarist (AX) membership status.
- (2) Be current in all Auxiliary Core Training (AUXCT) requirements.
- (3) Be current in the annual Auxiliary uniform inspection requirement (effective beginning CY 2024).
- (4) Complete AUXTA training as provided by their respective DIRAUX.
- (5) Be designated in writing by their DIRAUX.

d. Work flow Procedures and Expectations. The following apply to AUXTA engagement:

- (1) An AUXTA shall work directly with their DIRAUX to resolve any questions regarding travel policy or the use of ETS. An AUXTA shall not contact the Coast Guard Pay and Personnel Center (PPC) or submit trouble tickets, but shall refer any concerns to the DIRAUX for necessary action.
- (2) An AUXTA shall:
 - (a) Maintain effective communication with the DIRAUX and their designated Auxiliary travelers by email or by phone when assigned to arrange travel.
 - (b) Work with their designated traveler to book airfare, hotel, and rental car (as required by the mission) using the TMC electronically or telephonically.
 - (c) Enter the travel authorization request in ETS and submit for approval to the Funds Manager (FM) and Approving Official (AO).
 - (d) Enter travel amendments as required based on changes to a travel itinerary or travel expenses.
 - (e) Enter travel vouchers based on the traveler's report of expenses and attach travel receipts.
- (3) An AUXTA shall not arrange travel for active duty, civilian, contractor, or Reserve personnel.
- (4) An AUXTA may at any time have their designation revoked at the discretion of the DIRAUX.

2. DIRAUX Guidelines. The DIRAUX shall be responsible for:

- a. Providing training for each prospective AUXTA in accordance with this SOP.
- b. Designation in writing of each AUXTA within the district/region.
- c. Entering the competency code "AUXTA" in the Auxiliarist's AUXDATA II record. When an Auxiliarist is no longer performing AUXTA duties or if the competency is revoked, this competency shall be changed to "Archive" status.
- d. Assigning travelers to the AUXTA in ETS by upgrading their Arranger Access Level to one of the following options based on the level of need:
 - (1) "Can Arrange only for this Minor Customer" to arrange travel for Auxiliarists only within the DIRAUX area of responsibility (AOR).

- (2) “Can arrange for all in Agency” to arrange travel for Auxiliarists nationwide. This option should only be used for members of Incident Management Auxiliary Coordination Cell (IMACC) or other similar Coast Guard-wide groups.
- e. Providing continued mentorship to designated AUCTAs to ensure sustained understanding of travel policy, the use of ETS, and any associated updates.

Appendix A

Acronyms

AO	Approving Official (role in ETS held only by CG employees)
AOR	Area of Responsibility
AUXTA	Auxiliary Travel Arranger
AUXCT	Auxiliary Core Training
AX	Operational Auxiliarist (Auxiliary membership status)
BQ	Basically Qualified (Auxiliary membership status)
DIRAUX	District Director of Auxiliary (dpa)
ETS	Electronic Travel System
FM	Funds Manager (role in ETS held only by CG employees)
IMACC	Incident Management Auxiliary Coordination Cell
PPC	Coast Guard Pay and Personnel Center
SOP	Standard Operating Procedures
TMC	Travel Management Company

Auxiliary Travel Arranger (AUXTA) Program Training Guide

Skip to How-To Guides for
ETS

Click [HERE](#)

Purpose

- ▶ Train prospective Auxiliary travel arrangers on CG travel policy.
- ▶ Train prospective Auxiliary travel arrangers to submit ETS requests on behalf of other travelers.

Disclaimer: This training is intended to provide basic knowledge in travel policy and data entry in ETS. Only the most common travel scenarios will be covered. If you encounter a scenario not covered here or have follow-up questions, please reach out to your DIRAUX for guidance.

Agenda

- ▶ How to become a designated Auxiliary Travel Arranger (AUXTA)
- ▶ Travel Policy
- ▶ Procedure flow charts for arranging travel
- ▶ Booking reservations and arranging travel
- ▶ Entering vouchers in ETS
- ▶ Entering travel amendments in ETS

How to become an auxiliary travel arranger

- ▶ STEP 1: Have an active ETS account.
- ▶ STEP 2: Complete this training with your DIRAUX.
- ▶ STEP 3: Receive your designation letter from your DIRAUX.
- ▶ STEP 4: Be assigned as a Travel Arranger for others.
 - Your DIRAUX Approving Official (AO) will update your ETS account to allow travel arranger access to your “minor customer” group or to the “agency” based on the guidance set forth in the Auxiliary Travel Arranger Program Standard Operating Procedures AUX-SOP-013.

Know Your References

- ▶ All travel entries must be in accordance with applicable travel policy.
- ▶ Use the following references to ensure appropriate travel entitlements are assigned in ETS:
 - ▶ Joint Travel Regulations (JTR)
 - ▶ Federal Travel Regulation (FTR)
 - ▶ Coast Guard Supplement to the JTR (COMDTINST M4600.17B)

All relevant travel policy and reference guides can be found on the PPC Travel Website: <https://www.dcms.uscg.mil/ppc/travel/formspubs/>

ABC's of Travel Policy

Authorized travel point of origin:

Member's home as listed in AUXDATA II.

NOTE: Summer home or winter home not listed as the home address in ADII is considered a leave location and may not be considered an official point of origin.

Authorized travel destination:

Location of the TDY or mission site.

▶ Booking Travel:

- ▶ Official travel is required to be procured via the contracted Travel Management Center (TMC) which is currently SATO for the Coast Guard and Coast Guard Auxiliary (or) by using the online booking tool in ETS.

- ▶ CWT SATO Phone Number: 800-753-7286

▶ Rental Cars:

- ▶ Rental cars may be booked only when authorized by the order issuing authority (ETQC for C Schools / DIRAUX for most other orders). When it doubt, ask your DIRAUX.

ABC's of travel policy

When to Authorize travel under the Policy-Constructed Cost

- ▶ When round trip travel is greater than 400 miles one way or 800 miles round trip and member elects to drive their POV (privately owned vehicle)
 - ▶ *NOTE: When traveling by POV under the policy-constructed cost, member may not claim additional expenses related to POV travel, such as tolls, parking, maintenance, etc.*
- ▶ When member is performing circuitous travel with leave enroute (when the leave destination is different from the authorized departure and arrival locations) / (when member travels from point A (home) to point B (leave) to point C (TDY)).
 - ▶ *NOTE: When travel involves a destination that is not HOME or TDY site, member may NOT use SATO to book GSA contracted airfare. They must purchase tickets via commercial means and be counseled that those tickets are subject to reimbursement UP TO the policy-constructed cost. (If actual ticket price is less than the policy-constructed cost, member will be reimbursed the ticket price they paid).*

“Leave” is a generic term used to identify travel that is not official in nature or involves a location that is not official in nature.

ABC's of travel policy

Computing Policy-Constructed Cost.

- ▶ Review cost to fly between the departure airport near the official point of origin and arrival airport near the TDY location using the City Pair Fare tool at:

[Airline City Pairs - Search Awards \(gsa.gov\)](https://www.gsa.gov/transaction/travel/voyage/airline-city-pairs)

- ▶ Note the YCA fare listed for the trip. This is a one-way fare.
- ▶ Multiply the YCA fare by 2 to get your round-trip cost estimate.
- ▶ Add \$40.84 -or- the latest SATO Agent assisted Fee for Domestic Air
- ▶ Example: 2023 YCA fare between DCA (Ronald Reagan National Airport) and MCO (Orlando International Airport) is \$125.00 one way.

Step 1: $\$125 * 2 = \250

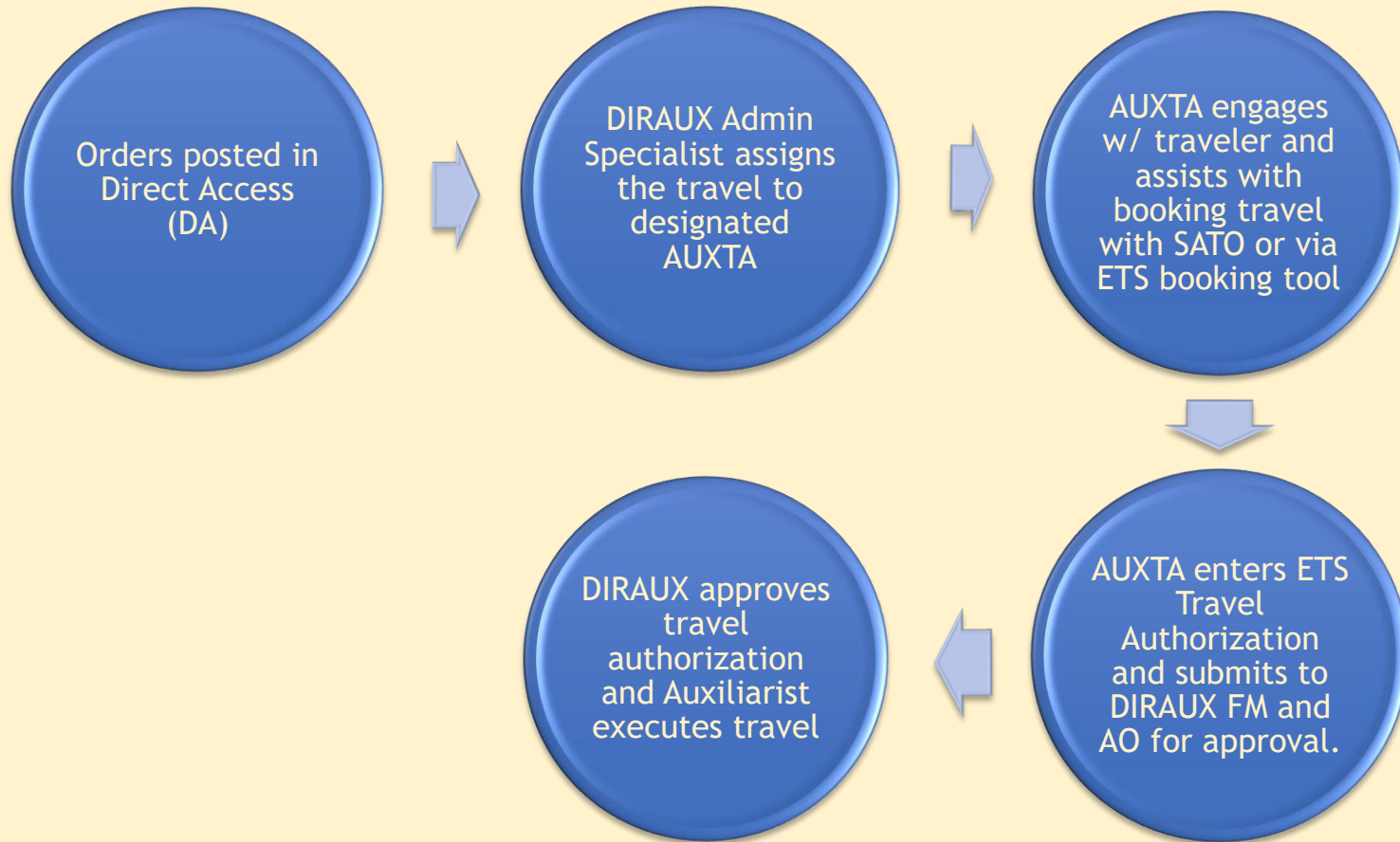
Step2: $\$250 + 40.84 = \290.84 (Policy-Constructed Cost)

- ▶ Review the Examples for policy-constructed cost situations as provided in [Appendix B](#).

ABC's of travel policy

- ▶ Rental Vehicles must be reserved using the TMC (SATO) by calling or booking online via ETS.
- ▶ Rental car use is limited to official purposes including:
 - ✓ Duty sites
 - ✓ Lodging
 - ✓ Dining facility
 - ✓ Drug store
 - ✓ Barber shop
 - ✓ Place of worship
 - ✓ Cleaning establishment (dry cleaner/laundry mat)
 - ✓ Locations required for traveler's subsistence, health or comfort.
- ▶ In accordance with the US Government Rental Car Agreement:
 - ▶ There may be additional drivers at no cost. They must be:
 - ✓ On official travel status
 - ✓ In possession of a valid Driver's License
 - ✓ 18 years or older

Processing “C” School Orders Flow chart



Processing “C” School Orders

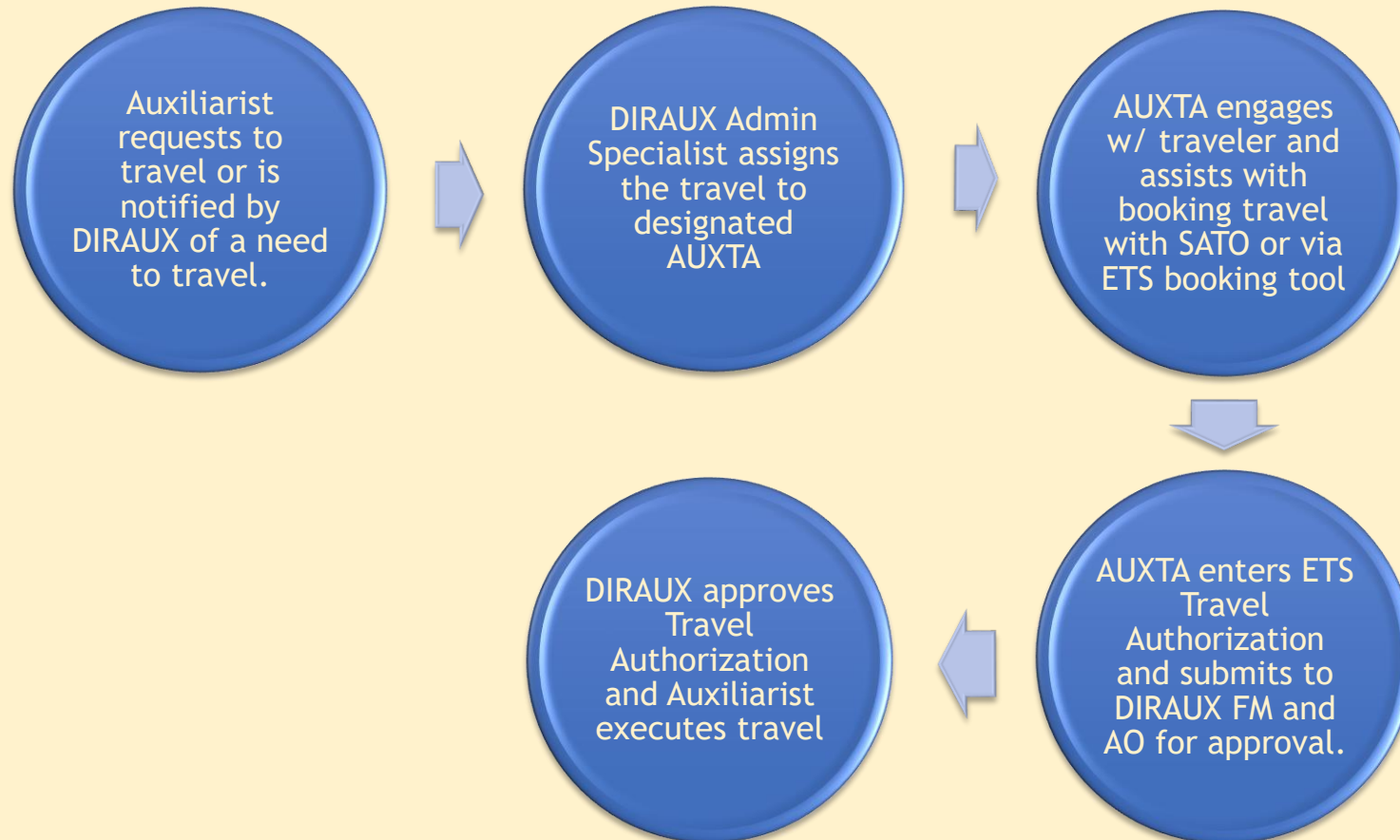
- ▶ For ETQC issued C School orders, enter the data in Step 1 of the Travel Authorization as follows:

- ▶ Type of Travel
 - Choose “Training” in the drop-down menu
- ▶ Specific Travel Purpose
 - Enter the course code, course name and travel dates

Example: 501559 Operations Training Officer 13Aug-16Aug

- ▶ In Step 5 of the Travel Authorization, enter the appropriate POET as provided by ETQC for the current Fiscal Year. You may request this list from your DIRAUX.
- ▶ For the remaining steps of the Travel Authorization request, follow guidance set forth in this training.

Processing DIRAUX Funded Orders Flow chart



Processing Vouchers flow chart



Orders Tracking Best Practices

- ▶ Keep a spreadsheet of all travel orders you process (example below).
 - ▶ Can be shared with DIRAUX or AUXTA counterparts as needed.
 - ▶ Track status of orders
 - ▶ Track status of vouchers

	A	B	C	D	E	F	G	H	
1	Auxiliary Orders Tracking			Key:	Green Highlight	All Actions Complete			
2				Yellow Highlight	Only ETS Authorization Complete				
3				No Highlight	ETS Authorization and Voucher both pending actions				
4									
5	L. Name	F. Name	Order Funding	Purpose	Begin Date	End Date	ETS Authorization Status	ETS Voucher Status	Notes
6	EXAMPLE	DARLENE	ETQC	C School	12/4/2022	12/9/2022	APPROVED	APPROVED	
7	DEMONSTRATION	HECTOR	UNIT	D-TRAIN	1/22/2023	1/29/2023	APPROVED		
8	SHOW	JENNIFER	OTHER	DISASTER RESPONSE	11/1/2022	11/10/2022	SUBMITTED		DOL Funded
9									
10									
11									

Receipts

- ▶ Hotel receipts are required and must list the traveler's name and show a \$0 balance due. (booking confirmation is not a receipt)
- ▶ Receipts are required for rental cars, regardless of total cost. (booking confirmation is not a receipt)
- ▶ Know how to read a SATO Invoice:
 - ▶ Read amounts charged
 - ▶ Understand which account it was charged to (your personal account or the CBA)
 - ▶ CBA will show as VIXXXXXXXXXXXXX7547
 - ▶ Any other forms of payment will end in the last 4 of the credit card provided.
 - ▶ Understand the comments on your SATO Invoice
 - ▶ Refund amounts/status
- ▶ Any expense being claimed that is over \$75 **MUST** have a receipt.

Name	Invoice / Ticket / Date	Base	Tax 1	Tax 2	Tax 3	Total
██████████	89680/000SFCTRF/02NOV22	9.35				9.35
██████████	89680/0067868959115/02NOV22	USD 942.33	70.67US	18.00ZP	29.20XT	1,060.20
Total Amount						1,069.55

Form of Payment: VIXXXXXXXXXXXXX7547

GENERAL INFORMATION
 - - - - -
 THANK YOU FOR BOOKING WITH CWTSATOTRAVEL.

FOR RESERVATIONS, PLEASE CALL 800-753-7286
 FOR INFORMATION OR CHANGES TO YOUR RESERVATION
 CONTACT YOUR TMC DURING CALL CENTER BUSINESS HOURS
 7AM-10PM ET MON - FRIDAY

OUTSIDE NORMAL BUSINESS HOURS, CALLS AUTOMATICALLY
 ROUTE TO OUR AFTER HOURS EMERGENCY SERVICE CENTER.

WHEN TRAVELING INTERNATIONALLY, PLEASE ATTEMPT THE
 TOLL FREE NUMBER LISTED ABOVE. IF UNABLE TO CONNECT
 TO OUR CENTER, PLEASE CALL COLLECT 210-877-3302
 - - - - -
 FOR INFORMATION ON TSA SECURE FLIGHT PROGRAM VISIT
 WWW.TSA.GOV

 FOR AIRPORT SECURITY INFORMATION SEE WWW.TSA.GOV

UNUSED PAPER TICKETS MUST BE RETURNED TO CWTSATOTRAVEL
 CONTACT CWTSATOTRAVEL TO REFUND ELECTRONIC TICKETS
 FARES ARE NOT GUARANTEED UNTIL TICKETED

 PLEASE VISIT WWW.MYCWT.COM/AIRLINEBAGGAGEFEES
 FOR BAGGAGE FEE INFORMATION. CHECK OPERATING CARRIER
 FOR ALLOWANCE IF TRAVELING ON CODE SHARE FLIGHT.

ETS Procedures Tool

Reservations

- ▶ If travel is within 48 hours, you must call SATO to book the reservations.
 - ▶ SATO: 1-800-753-7286
 - ▶ Remember to write down the record locator, you will use this later on.
 - ▶ If you (or the traveler) called to book the travel, please skip to [page 32](#) to begin the travel authorization.
- ▶ To Book travel online as an AUXTA, continue to the next page.
 - ▶ When booking travel on behalf of another traveler, it is best to have that traveler present or on the phone while you are making the selections. Do not book travel for someone without first having a conversation with them regarding their travel itinerary. You may also be required to enter their credit card info for Hotel and Rental Car reservations.
- ▶ Note: Booking travel online is always the best method as it costs less.

Reservations

- ▶ Transaction Fees - These are charged when the reservation is ticketed/invoiced (air reservations are ticketed, hotels and cars are invoiced). Travelers can book reservations but not incur a TMC transaction fee. Air reservation TMC fees are charged when the tickets are issued (usually three to five business days before departure). Hotels/cars are invoiced once the reservation is approved or the first day of travel (whichever is first). Therefore, travelers could book travel reservations but cancel enough in advance to avoid any TMC fees.

- ▶ Online TMC Transaction Fee Amounts

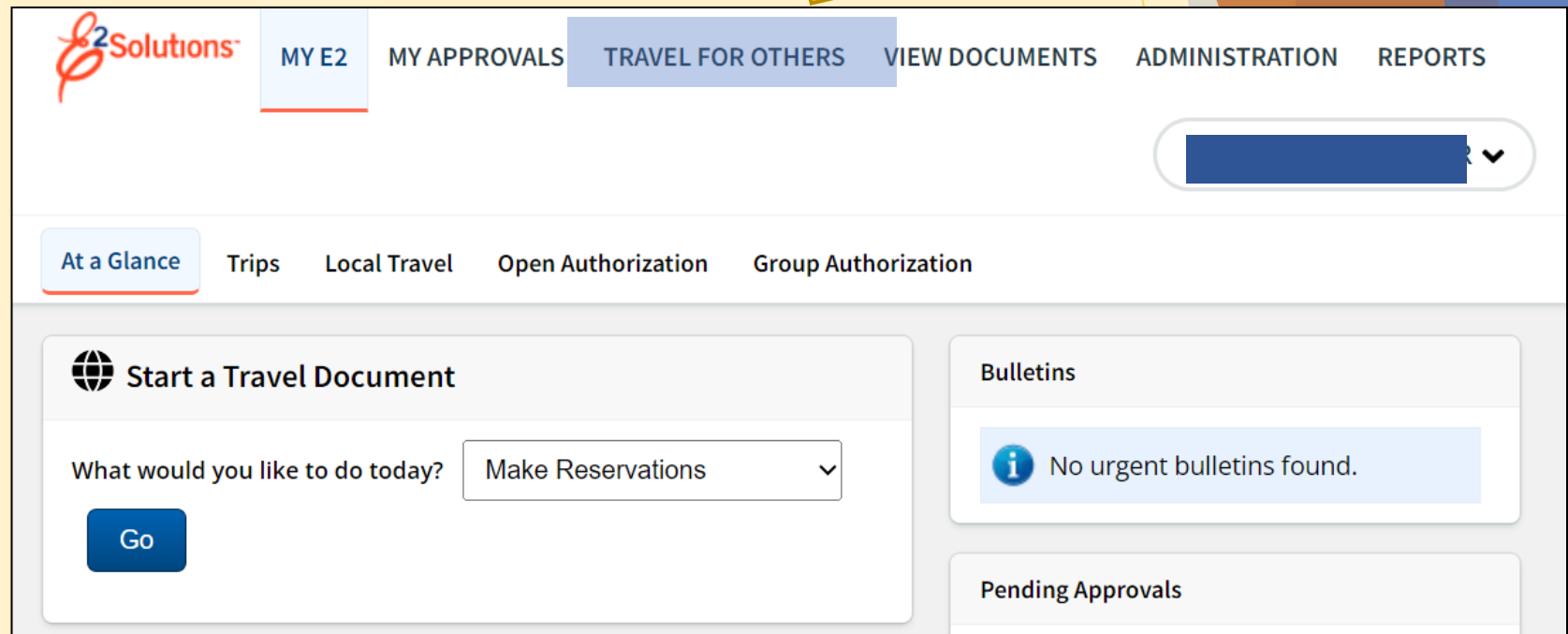
- ▶ Air reservations (addition of hotel and car is no cost)_____ \$9.58
- ▶ Hotel and/or car (without any air reservation)_____ \$7.44

- ▶ Agent-Touched TMC Transaction Fee Amounts

- ▶ Domestic air reservation (addition of hotel and car is no cost)_____ \$40.48
- ▶ International air reservation (addition of hotel and car is no cost)_____ \$42.66
- ▶ Hotel and/or car (without any air reservation)_____ \$18.36

Reservations - Booking Online

- ▶ From your E2 home screen, select “TRAVEL FOR OTHERS” tab at the top of the screen.



The screenshot shows the E2 Solutions home screen. At the top, there is a navigation bar with the E2 Solutions logo on the left and several tabs: MY E2, MY APPROVALS, TRAVEL FOR OTHERS, VIEW DOCUMENTS, ADMINISTRATION, and REPORTS. A yellow arrow points to the TRAVEL FOR OTHERS tab. Below the navigation bar is a user profile dropdown menu. Underneath, there is a secondary navigation bar with tabs: At a Glance, Trips, Local Travel, Open Authorization, and Group Authorization. The main content area is divided into two columns. The left column has a section titled 'Start a Travel Document' with a globe icon. Below this is a form with the text 'What would you like to do today?' and a dropdown menu set to 'Make Reservations', with a 'Go' button below it. The right column has a 'Bulletins' section with an information icon and the text 'No urgent bulletins found.', and a 'Pending Approvals' section below it.

Reservations - Booking Online

- ▶ Search for the traveler you wish to arrange for.
- ▶ Enter the last name first followed by the first name and press “Apply Filter”
- ▶ Locate the traveler from a list that will appear at the bottom of the screen and press “Arrange.”

Travel for Others ?

Search Options

Hierarchy Filters

Advanced Filtering

Last Name

First Name

Email

E2 User ID

Employee ID

Document ID

Document Number

Only show travelers for whom you are a designated travel arranger.

Apply Filter

Reservations - Booking Online

- ▶ Once you are arranging travel, the home screen will look similar to your own home screen, except that in the top right corner, will be the traveler's name followed by your own.

Example:

STEPHANIE TANNER // KIMMIE GIBBLER

Stephanie is the traveler, Kimmie is the arranger.

- ▶ To begin booking travel (*making flight, hotel, rental car bookings on behalf of the traveler*), go to the drop-down menu next to “what would you like to do today” and choose “Make Reservations.”

The screenshot shows the e2Solutions web application interface. The user is logged in as 'TRAVELER // ARRANGER'. The main navigation bar includes 'MY E2', 'MY APPROVALS', 'TRAVEL FOR OTHERS', 'VIEW DOCUMENTS', 'ADMINISTRATION', and 'REPORTS'. Below this, there are tabs for 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The 'At a Glance' section features a 'Start a Travel Document' heading and a search bar with the text 'What would you like to do today?'. A yellow arrow points to a dropdown menu in this search bar that is currently set to 'Make Reservations'. To the right of the dropdown is a 'Go' button. Below the search bar is a 'To Do List' section with a message: 'No to do list items found.' On the right side of the interface, there are three panels: 'Bulletins' with a system-wide message dated 06-Sep-2022, 'Pending Approvals' with a message 'No pending approvals found.', and 'Additional Notices' with a message 'No additional notices found.' At the bottom right, there is a link 'Make this my default page' with a home icon.

Reservations - Booking Online

- ▶ The online booking tool operates much in the same way as other commercial booking sites.
- ▶ Choose what you need to book (Flight/Train, Hotel and/or Car).
- ▶ Choose Round Trip or One-Way.
- ▶ Enter the City, State -or- Airport codes you are traveling from and to.
- ▶ Enter the Departure Date and desired departure time.
- ▶ Enter the Return Date and desired departure time.
- ▶ Enter the City/State of the hotel you wish to book.
- ▶ Press “Search.”
 - ❖ In this example, I will show what the booking process looks like for each Flight, Hotel and Car

The screenshot shows a 'Book travel' form with the following elements:

- Buttons for Flight or Train, Hotel, and Car. A note '* = required' is in the top right.
- Trip type buttons: Round-trip (selected), One-way, Multi-destination.
- Search options: Search by time, Search by price, and a link '(What's this?)'.
- Flight details section:
 - * From: [text input]
 - * To: [text input]
 - * Depart: [text input with placeholder 'mm/dd/yy']
 - * Return: [text input with placeholder 'mm/dd/yy']
 - Leaves at: [dropdown menu]
 - * Time: [dropdown menu with 'Morning (8:00 am)']
- Advanced search: Advanced search (Coach, Unrestricted)
- Hotel details section:
 - * Hotel search location: [text input with placeholder 'Airport, city, or address']
 - * Check in: [text input with placeholder 'mm/dd/yy']
 - * Check out: [text input with placeholder 'mm/dd/yy']
- A large blue arrow pointing to a 'Search' button at the bottom right.

Yellow arrows in the image point to the 'Book travel' title, the Flight/Train/Hotel/Car selection, the Round-trip button, the 'Search by time' radio button, the 'From' and 'To' fields, the 'Depart' and 'Return' date fields, the 'Leaves at' dropdowns, the 'Time' dropdowns, the 'Hotel search location' field, the 'Check in' and 'Check out' date fields, and the 'Search' button.

Reservations - Booking Online

- ▶ In this example we are traveling from Washington, DC (DCA) to Houston, TX (HOU) and we have requested a Flight, Hotel and Car reservation for this trip.

✕ Book travel * = required

Flight or Train Hotel Car

Round-trip One-way Multi-destination

Search by time Search by price [\(What's this?\)](#)

* From: * To:

* Depart: Leaves at: * Time:

* Return: Leaves at: * Time:

* Hotel search location: * Check in: * Check out:

/23

Reservations - Booking Online

- ▶ First, You will choose your departing flight from a long list of options.
 - ▶ Whenever possible, be sure to choose the lowest logical fare that meets your mission need.
***Personal preference should not be a factor here.*
- ▶ To select the fare, click the anywhere in the fare window and a drop-down will appear with your additional fare options.
 - ▶ Always choose the “-CA Govt contract fare limited availability” fare
 - ▶ If that fare is not available, you may select the “YCA Govt contract fare”
- ▶ Once you’ve chosen your fare, press **“Select”**

The screenshot displays the Southwest Airlines booking interface. At the top, the Southwest logo and "Contract carrier" are visible. The flight details for WN 1703 are shown: 11:30 AM → 3:15 PM (2h 45m). The current fare is \$384.60, with a note that 2 more fares are available. A dropdown menu is open, showing three fare options: \$384.60 (-CA Govt contract fare limited availability), \$534.60 (YCA Govt contract fare), and Coach Unrestricted. A yellow arrow points to the \$384.60 option, and a blue arrow points to the "Select" button. Below the dropdown, the flight path is shown: HOU → DAL → DCA. A warning message at the bottom states: "The departure or arrival time of this flight conflicts with a flight in your itinerary."

Reservations - Booking Online

- ▶ Next, You will first choose your return flight from a list of options
 - ▶ Whenever possible, be sure to choose the lowest logical fare that meets your mission need
- ▶ To select the fare, click the anywhere in the fare window and a drop-down will appear with your additional fare options
 - ▶ Always choose the “-CA Govt contract fare limited availability” fare
 - ▶ If that fare is not available, you may select the “YCA Govt contract fare”
- ▶ Once you’ve chosen your fare, press **“Select”**

The screenshot displays the Southwest Airlines flight booking interface. At the top, the Southwest logo is visible, along with the flight number WN 1703 and the price \$384.60. The flight details include the route from Houston, Texas (HOU) to Washington, DC (DCA) on Sunday, February 5, with a duration of 2 hours and 45 minutes. A drop-down menu is open, showing three fare options: the selected \$384.60 fare (labeled "-CA Govt contract fare limited availability"), a \$534.60 fare (labeled "YCA Govt contract fare"), and the Coach Unrestricted fare. A blue arrow points to the "Select" button at the bottom right of the fare selection window. Below the fare selection window, the flight path is shown as HOU - DAL - DCA, with a duration of 6 hours and 30 minutes. A note at the bottom states: "The departure or arrival time of this flight conflicts with a flight in your itinerary."

Reservations - Booking Online

- ▶ Next you will review the round-trip flight itinerary.
- ▶ Press “Select”

Review low fare options

Sun, Feb 5, 2023 to Sun, Feb 5, 2023 Washington, Washington DC (DCA) to Houston, Texas (HOU) [Edit search](#)

Your selected itinerary

Contract carrier

Depart **Southwest** WN 733 **\$763.61**

Sun, Feb 5, 6:55 AM → 9:40 AM (3h 45m)

Return **Southwest** WN 1703

Sun, Feb 5, 11:30 AM → 3:15 PM (2h 45m)

Depart **Southwest** WN 733

Contract carrier

Govt contract fare limited availability

Sun, Feb 5
Washington, Washington DC (DCA), 6:55 AM
Houston, Texas (HOU), 9:40 AM
1218 miles

WN 733
Coach
Fare rules
7M8

Return **Southwest** WN 1703

Contract carrier


Govt contract fare limited availability

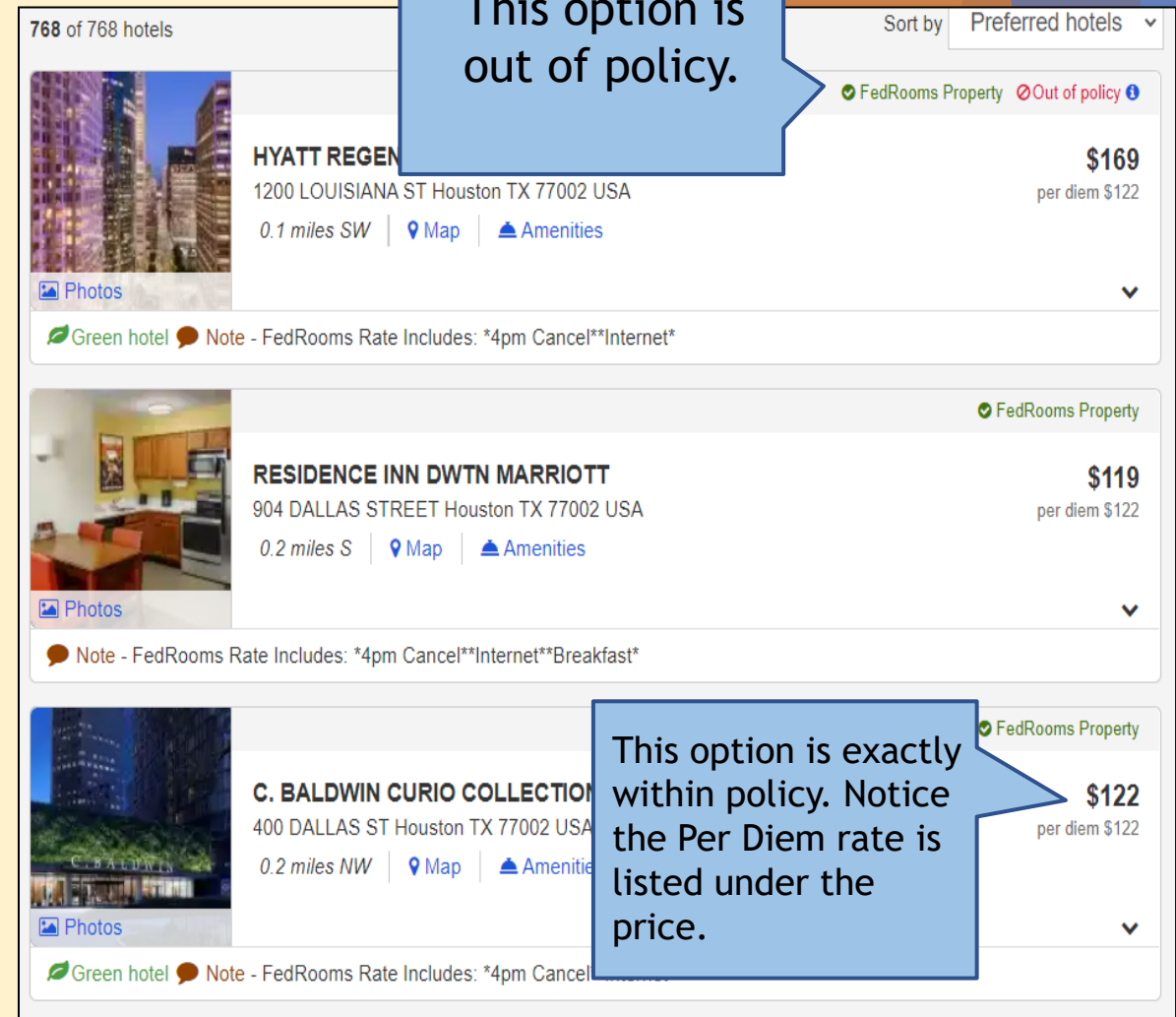
Sun, Feb 5
Houston, Texas (HOU), 11:30 AM
Washington, Washington DC (DCA), 3:15 PM
1218 miles

WN 1703
Coach
Fare rules
73W

Select

Reservations - Booking Online

- ▶ Next, You will select your hotel reservation.
- ▶ Choose the hotel you've been directed to stay at (or) choose a hotel that is within policy.
- ▶ If a hotel is out of policy, there will be a Red Circle with Slash icon  stating "Out of Policy" in the upper right corner.
 - ▶ If you are **DIRECTED** to book a hotel that is out of policy based on the meeting/conference location. You will be authorized actual expense for lodging and the full cost will be covered.
 - ▶ If you **CHOOSE** a hotel that is out of policy for your own desires/convenience, you will only be reimbursed the maximum locality rate for each night's stay. Any remaining expense will be out of pocket, including taxes and fees.
 - ▶ Select the Hotel and room type (keeping per diem rate in mind).



768 of 768 hotels

Sort by Preferred hotels

HYATT REGEN Out of policy **\$169**
1200 LOUISIANA ST Houston TX 77002 USA
0.1 miles SW | [Map](#) | [Amenities](#)
per diem \$122

RESIDENCE INN DWTN MARRIOTT FedRooms Property **\$119**
904 DALLAS STREET Houston TX 77002 USA
0.2 miles S | [Map](#) | [Amenities](#)
per diem \$122

C. BALDWIN CURIO COLLECTION FedRooms Property **\$122**
400 DALLAS ST Houston TX 77002 USA
0.2 miles NW | [Map](#) | [Amenities](#)
per diem \$122

This option is out of policy.

This option is exactly within policy. Notice the Per Diem rate is listed under the price.

Reservations - Booking Online

- ▶ Next, You will select the car reservation
- ▶ Fill in the location, dates and data as requested and press “Search”
 - ▶ Economy and Compact type cars are the standard authorization. Anything larger will require justification and approval by the AO or the Order Issuing Authority (OIA).

The screenshot shows a 'Search cars' form with the following sections:

- Pick-up location:** Includes tabs for 'Airport', 'Hotel', and 'Address'. A text input field for '* Pick-up' contains 'HOU'. A checkbox for 'Drop off at a different location' is present.
- Dates:** Includes input fields for '* Pick-up date' (02/05/23), '* Pick-up time' (10:00 am), '* Drop-off date' (02/05/23), and '* Drop-off time' (11:00 am).
- Car type (select up to five):** Divided into 'Cars' and 'SUV and trucks'. Under 'Cars', 'Economy' is checked, and 'Compact' is also selected. Under 'SUV and trucks', no options are selected.
- Car features:** Includes sections for '4WD/AWD' (No selected), 'Transmission' (Automatic selected), and 'Number of doors' (Any selected).
- Buttons:** 'Skip car search' and 'Search' buttons are at the bottom right.

Yellow arrows point to the 'Pick-up location' field, the 'Dates' section, the 'Economy' and 'Compact' car type options, and the 'Search' button.

Reservations - Booking Online

- ▶ Select the Rental company that offers the best deal for the car type you need. The system will likely list the best option at the top of the list, making selection easy.
- ▶ Press “Select” for the vehicle you choose

Select a car

Search recap
Pick-up Houston, Texas (HOU)
Drop-off Houston, Texas (HOU)
Sun, Feb 5, 2023 - Sun, Feb 5, 2023

dollar. Houston, TX (HOU) 8620 Panair Road 866-434-2226	Economy Total price \$73.28 Details Select
Budget Houston, TX (HOU) 7712 Airport Blvd 713 643 9395	Economy Total price \$76.35 Out of policy Details Select
AVIS Houston, TX (HOU) 7714 Airport Blvd 713 641-9300	Economy Total price \$78.90 Out of policy

Reservations - Booking Online

- ▶ The final screen is Review and Checkout.
- ▶ Review your flight, hotel and car reservations
- ▶ For Billing Information:
 - ▶ Flight Billing Information:
 - ▶ Select “Traveler will request CBA”
 - ▶ Hotel Billing Information:
 - ▶ Select the card that is saved on file (or)
 - ▶ Select Temporary Card which will prompt you to enter the credit card info
 - ▶ Rental Car Billing Information:
 - ▶ Select the card that is saved on file (or)
 - ▶ Select Temporary Card which will prompt you to enter the credit card info
- ▶ When Complete, select “Complete Reservation”

Trip review and checkout

⚠ Flight segments must be ticketed by close of business on February 05.
Please Note: WHEN TICKETING FOP MUST NOT BE CASH/CK
Fares not guaranteed until ticketed.
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Expand all | Collapse all

▼ Trip details

- ▶ Legend

[Add to this trip](#)

▼ Flight details (Roundtrip) (Government Fare Selected for Entire Trip)

DCA to HOU - Non-stop

[Change this flight](#) [Remove this flight](#)

Southwest
Contract carrier
Govt contract fare limited availability
Flight 733 Seat not assigned

Depart	Washington, Washington DC (DCA)	Arrive	Houston, Texas (HOU)
6:55 AM		9:40 AM	
Sun, Feb 5, 2023		Sun, Feb 5, 2023	

▼ Estimated trip cost breakdown

Flight total ‡	\$763.61
Houston, TX - Hotel total ‡	\$1,184.68
Houston, TX - Car total ‡	\$73.28
Trip total ‡	\$2,021.57

‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.

Once approval has been received, unless otherwise requested, your ticket will be issued approximately 3 business days prior to departure.

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website.

By purchasing, I agree to the hazardous materials restrictions.

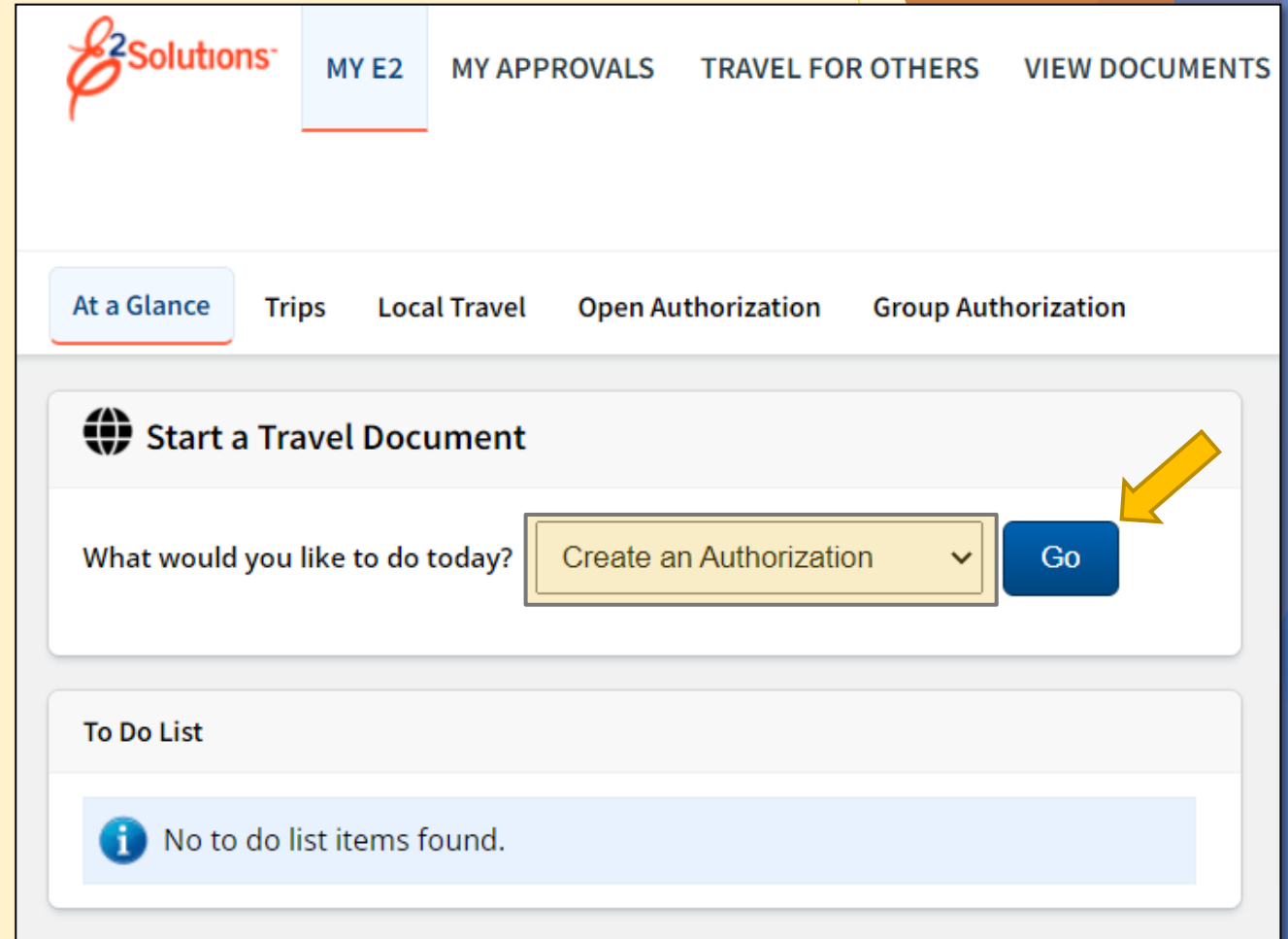
* = required

[Start Over](#) [Complete Reservation](#)

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Entering a Travel Authorization

- ▶ Once you've made any necessary reservations (Air, Hotel, Car), the next step is to create your travel authorization.
- ▶ In the dropdown asking "What would you like to do today?" choose "Create an Authorization."
- ▶ press "GO."



The screenshot displays the e2Solutions web application interface. At the top, the logo "e2Solutions" is visible, followed by navigation tabs: "MY E2", "MY APPROVALS", "TRAVEL FOR OTHERS", and "VIEW DOCUMENTS". Below this, a secondary set of tabs includes "At a Glance", "Trips", "Local Travel", "Open Authorization", and "Group Authorization". The main content area is titled "Start a Travel Document" and features a form with the question "What would you like to do today?". A dropdown menu is open, showing "Create an Authorization" as the selected option. To the right of the dropdown is a blue "Go" button, which is highlighted by a yellow arrow. Below the form is a "To Do List" section, which contains a message: "No to do list items found." with an information icon.

Entering a Travel Authorization Cont...

▶ Step1: Basic Information

- ▶ Type of Travel:
 - ▶ Select an option from the drop-down menu that best fits the travel type.
- ▶ Specific Travel Purpose:
 - ▶ Enter Operation Name or Activity Name
 - ▶ This doesn't have to be anything super specific, just a reference to the trip that is easily recognizable.

▶ Press **Save and Next Step**

▶ For C Schools, Refer to guidance on [Page 11](#)

1 Basic Information
2 Reservation
3 Site Details
4 Expenses
5 Accounting
6 Travel Policy
7 Summary

Extras
Trips List
Delete Authorization not allowed at this time
Cancel/Delete Advance not allowed at this time
Printable Profile

Step 1 : Basic Information ?

Traveler Name: [REDACTED] Trip ID: New Authorization Status: New

Basic Information

Type of Travel:* MISSION TRAVEL
Specific Travel Purpose:* Hurricane Fiona Response
Document Number: (System Assigned)

*Required


Travelers for this trip:**

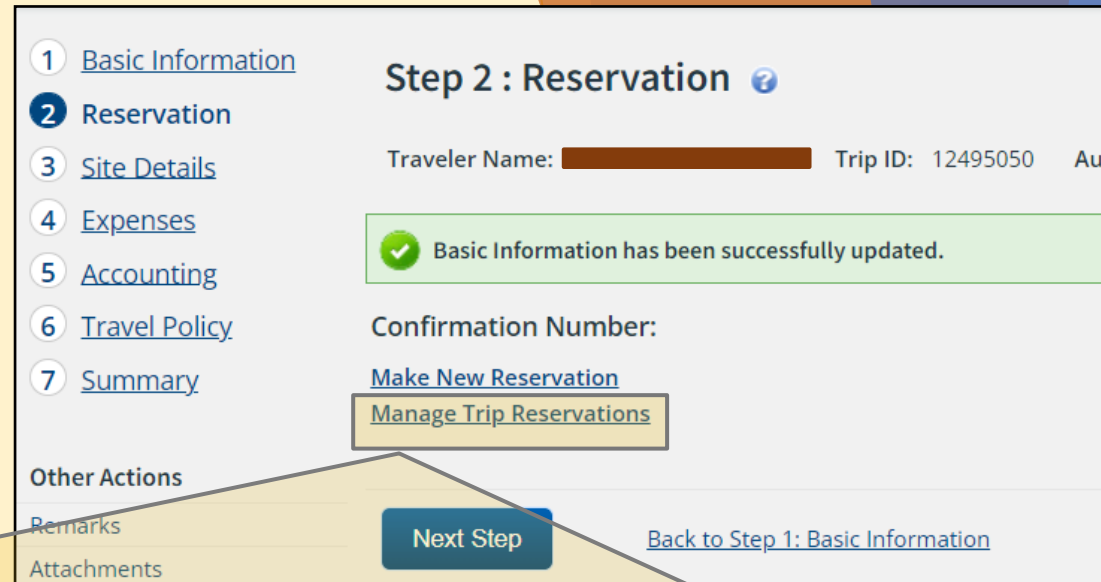
Name	Relationship
i There are no existing dependents. Go to Manage Dependents to add dependent(s) for travel.	

Save and Next Step Save

Entering a Travel Authorization Cont...

▶ Step 2: Reservation

- ▶ If you HAVE NOT made a reservation, press the “Make New Reservation” link and follow steps on pages 19-30. ([click here](#))
- ▶ If you HAVE made a reservation, press the “Manage Trip Reservations” link (as shown [here](#)) and enter your record locator ID provided by SATO.
- ▶ No reservations required: If you are driving your POV and have been directed to reserve the hotel directly and do not need a rental vehicle, simply press 



1 [Basic Information](#)

2 **Reservation**

3 [Site Details](#)

4 [Expenses](#)

5 [Accounting](#)

6 [Travel Policy](#)

7 [Summary](#)

Step 2 : Reservation ?

Traveler Name: [REDACTED] Trip ID: 12495050 Au

✔ Basic Information has been successfully updated.

Confirmation Number:

[Make New Reservation](#)

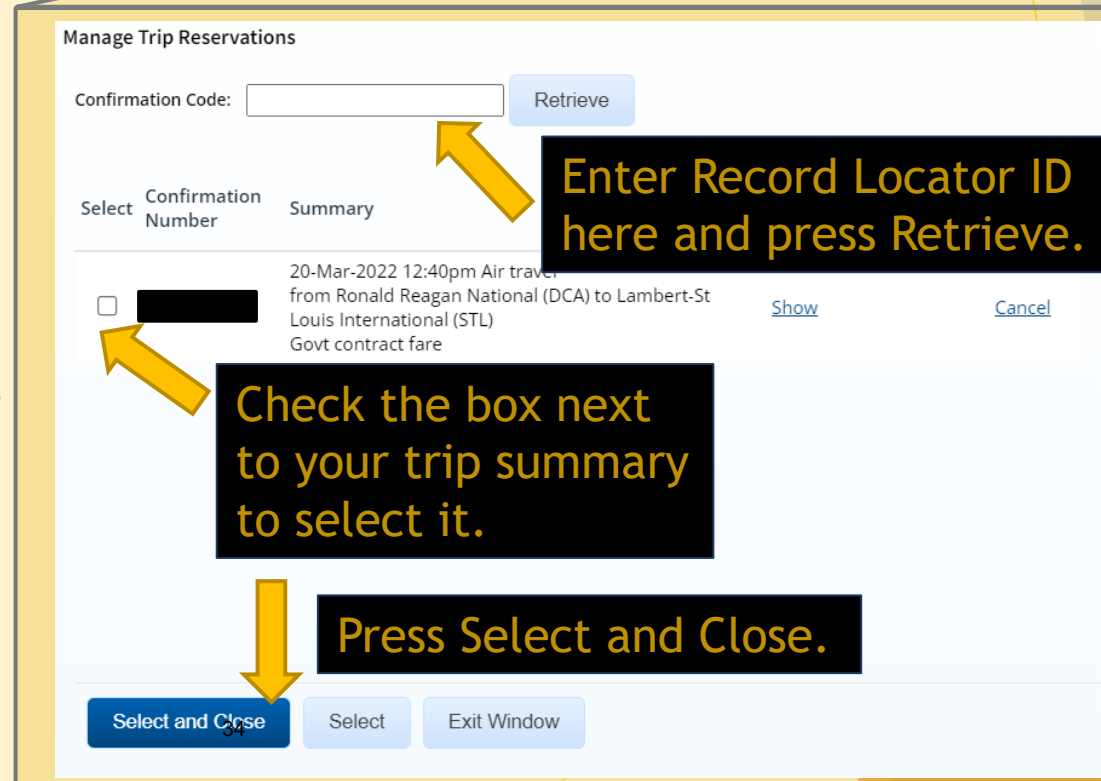
[Manage Trip Reservations](#)

Other Actions

Remarks

Attachments

[Next Step](#) [Back to Step 1: Basic Information](#)



Manage Trip Reservations

Confirmation Code: [Retrieve](#)

Select	Confirmation Number	Summary
<input type="checkbox"/>	[REDACTED]	20-Mar-2022 12:40pm Air travel from Ronald Reagan National (DCA) to Lambert-St Louis International (STL) Govt contract fare

[Show](#) [Cancel](#)

[Select and Close](#) [Select](#) [Exit Window](#)


Enter Record Locator ID here and press Retrieve.

Check the box next to your trip summary to select it.

Press Select and Close.

Entering a Travel Authorization Cont...

▶ Step 3: Site Details

- ▶ Enter the Departing Date and Time.
- ▶ For “Departing From” and “Going To” begin to type the city, state. A dropdown menu should appear with options to choose from. Click the correct one.
- ▶ Arrival Date will be the same as “Departing Date.”
- ▶ Mode of Transportation: select the correct mode of transportation. Commonly Commercial air or Private Auto.
- ▶ Press 

Step 3 : Site Details

Traveler Name: [REDACTED] Trip ID: 12495050 Authorization Status: New Authorization

[Site 1] Begin: Washington, DC, United States on 16-Oct-2022 to Austin, TX, United States

Departing Date:* 16-Oct-2022
Departing Time:* Morning - 08:00 AM
Departing From: * Washington, DC, United States
Going To:* Austin, TX, United States
Arrival Date:* 16-Oct-2022
Mode of Transportation:* Commercial Plane
Reason For Stop:* Temporary Duty

[Site 2] End: Austin, TX, United States on 30-Oct-2022 to Washington, DC, United States

Returning Date:* 30-Oct-2022
Returning From: Austin, TX, United States
Returning To:* Washington, DC, United States
Arrival Date:* 30-Oct-2022
Arrival Time:** Afternoon - 04:00 PM
Mode of Transportation:* Commercial Plane

*Required
**Required if trip duration is less than three days

Save and Next Step Save Back to Step 2: Reservation

Entering a Travel Authorization Cont...

Step 4: Expenses

- ▶ If you booked airfare with SATO and linked your reservation in Step 2, your airfare expenses will automatically appear. Ensure the Pay To column says “Agency Billed” for any airfare booked with SATO and billed to the CBA (Centrally Billed Account).
- ▶ Your Lodging expense and Meals & Incidentals will also appear based on your TDY site entered in Step 3.
- ▶ You will see a Voucher Transaction Fee at the very end. That is automatic and cannot be changed or removed. That will be billed to the agency.

1 Basic Information
2 Reservation
3 Site Details
4 Expenses
5 Accounting
6 Travel Policy
7 Summary

Other Actions
Remarks
Attachments
Printable Authorization
Compact Printable Authorization
Daily Expenses Summary
Trip History
View Routing History
Travel Agent Assistance
Comparative Airfare
Extras
Trips List
Create Trip Template
Delete Authorization
Printable Profile

Step 4 : Expenses

Traveler Name: [REDACTED] Trip ID: 12495050 Authorization Status: New Authorization

Expense Information

Agency Billed: 567.89
Travel Charge Card: 16.05
Traveler: 3812.26
Unassigned: 0.00
Amount: 4396.20

Filter Options

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
16-Oct-2022	Airfare	567.89		Agency Billed		Modify	Copy	Delete
16-Oct-2022	Checked Bag Fee	30.00		Traveler		Modify	Copy	Delete
16-Oct-2022	Lodging	2212.00	Lodging expense in Austin, TX, United States including lodging taxes	Traveler		Modify		
16-Oct-2022	Meals and Incidentals	928.00	M&IE expense in Austin, TX, United States	Traveler		Modify		
16-Oct-2022	Pov: Private Auto Authorized	11.38	From Largo, MD 20774, USA to Washington, DC, USA - 18.2 miles @ \$0.625 per mile.	Traveler		Modify	Copy	Delete
16-Oct-2022	Rental Car	500.00		Traveler		Modify	Copy	Delete
16-Oct-2022	Taxi	45.00	Home to Airport	Traveler		Modify	Copy	Delete
30-Oct-2022	Checked Bag Fee	30.00				Modify	Copy	Delete
30-Oct-2022	Pov: Private Auto Authorized	10.88	From Washin 17.4 miles @			Modify	Copy	Delete
30-Oct-2022	Taxi	45.00	Airport to Ho			Modify	Copy	Delete

Show 10 25 50 All items per page

[Add New Expense](#)

g 1 - 10 of 11 1 | 2 Next > Last >>

Remark: [REDACTED] Reduced: [REDACTED]

You may need to press the ALL button to see all expenses you entered.

Entering a Travel Authorization Cont...

▶ Step 4: Expenses Cont...

- ▶ Add any other known expenses using the Add New Expense button (You may estimate costs here but be careful to estimate as accurately as you can).
- ▶ Start with the Date of Expense and go in order from there.
- ▶ If the expense type you need is not listed in the dropdown menu, choose “**MISC Expense - OTHER.**” and describe the expense in the Description box.
- ▶ Enter the Amount.
- ▶ Provide a brief Description or leave blank.
- ▶ DO NOT adjust the “Site of Expense.”
- ▶ To continue adding expenses, press “Save and New”. If you are done adding expenses, press “Save and Close” to get back to the Expenses screen.

- 1 Basic Information
 - 2 Reservation
 - 3 Site Details
 - 4 Expenses
 - 5 Accounting
 - 6 Travel Policy
 - 7 Summary
- Other Actions
- Remarks
 - Attachments
 - Printable Authorization
 - Compact Printable Authorization
 - Daily Expenses Summary
 - Trip History
 - View Routing History
 - Travel Agent Assistance
 - Comparative Airfare
- Extras
- Trips List
 - Create Trip Template
 - Delete Authorization
 - Printable Profile

Add New Expense

Date of Expense:*

Expense:*

Amount:*

Description:

Remark: [Add an Optional Remark](#)

Site of Expense:

*Required

16-Oct-2022	Airfare	307.00		Traveler	Modify Copy Delete
16-Oct-2022	Checked Bag Fee	30.00		Traveler	Modify Copy Delete
16-Oct-2022	Lodging	2212.00	Lodging expense in Austin, TX, United States including lodging taxes	Traveler	Modify
16-Oct-2022	Meals and Incidentals	928.00	M&IE expense in Austin, TX, United States	Traveler	Modify
16-Oct-2022	Taxi	45.00	Home to Airport	Traveler	Modify Copy Delete
30-Oct-2022	Checked Bag Fee	30.00		Traveler	Modify Copy Delete
30-Oct-2022	Taxi	45.00	Airport to Home	Traveler	Modify Copy Delete
30-Oct-2022	Voucher Transaction Fee	16.00	Voucher Transaction Fee	Travel Charge Card	

Showing 1 - 8 of 8

Remark: Reduced

Entering a Travel Authorization Cont...

▶ Step 4: Expenses Cont...

- ▶ In this example we added an estimate of \$45 for a taxi ride to the airport on 16-Oct. Then the same fare to get home on 30-Oct. We can amend those costs for the actual expense later after the travel is complete. (see yellow highlight)
- ▶ Some airlines charge for checked bags. If checking a bag, enter an estimated cost. (see red highlight)

- Basic Information
- Reservation
- Site Details
- Expenses**
- Accounting
- Travel Policy
- Summary

Step 4 : Expenses

Traveler Name: ██████████ Trip ID: 12495050 Authorization Status: New Authorization

✓ Expense has been updated successfully.

Expense Information

Travel Charge Card: 16.05
 Traveler: 3857.89
 Unassigned: 0.00
 Amount: 3873.94

Filter Options

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
16-Oct-2022	Airfare	567.89		Traveler		Modify	Copy	Delete
16-Oct-2022	Checked Bag Fee	30.00		Traveler		Modify	Copy	Delete
16-Oct-2022	Lodging	2212.00	Lodging expense in Austin, TX, United States including lodging taxes	Traveler		Modify		
16-Oct-2022	Meals and Incidentals	928.00	M&IE expense in Austin, TX, United States	Traveler		Modify		
16-Oct-2022	Taxi	45.00	Home to Airport	Traveler		Modify	Copy	Delete
30-Oct-2022	Checked Bag Fee	30.00		Traveler		Modify	Copy	Delete
30-Oct-2022	Taxi	45.00	Airport to Home	Traveler		Modify	Copy	Delete
30-Oct-2022	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 8 of 8

Remark: Reduced:

[Add New Expense](#)

Entering a Travel Authorization Cont...

▶ Step 4: Expenses Cont...

- ▶ For driving to the TDY site (OR) for driving to/from the airport in lieu of a taxi, this is where you will enter your POV miles.

- ▶ Press the Add New Expenses button.
- ▶ Enter the date.
- ▶ Choose POV in the Expense Type dropdown menu.
- ▶ Subtype will remain as “Private Auto Authorized” unless you are told otherwise.
- ▶ Enter traveler’s home City, State then Enter the destination City, State and press “**Calculate Distance.**”

- ▶ The system will compute your miles for you.

- ▶ Leave the “Pay To” block as “Traveler” and Site of Expense block as “Allow selection of site based on date.”
- ▶ Press Save and New to enter your return trip same as above except with the “From” and “To” listed in reverse.

Add New Expense

Date of Expense:* 16-Oct-2022

Expense:* Pov

Subtype:* Private Auto Authorized

From:* Largo, MD 20774, USA

To:* Washington, DC, USA

Calculate Distance Use My Own Distance

Distance:* 18.2 miles x 0.625 = 11.38 USD

Pay To:* Traveler

Remark: [Add an Optional Remark](#)

Site of Expense: Allow selection of site based on date

*Required **Save and New** Save and Close Exit Window

30-Oct-2022	Taxi	45.00	Airport to Home	Traveler	Modify Copy Delete
30-Oct-2022	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card	Modify Copy Delete

Showing 1 - 8 of 8

Remark: Reduced

Add New Expense

Entering a Travel Authorization Cont...

▶ Step 4: Expenses Cont...

▶ Ensure the “Pay To” column is accurate for each expense.

- ▶ CBA - Agency Billed
- ▶ Traveler - Traveler

▶ Once you have all expenses accounted for, press

Next Step

Step 4 : Expenses

Traveler Name: [REDACTED] Trip ID: 12495050 Authorization Status: New Authorization

Expense has been added successfully.

Expense Information

Travel Charge Card: 16.05
Traveler: 3880.15
Unassigned: 0.00
Amount: 3896.20

Filter Options

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
16-Oct-2022	Airfare	567.89		Agency Billed		Modify	Copy	Delete
16-Oct-2022	Checked Bag Fee	30.00		Traveler		Modify	Copy	Delete
16-Oct-2022	Lodging	2212.00	Lodging expense in Austin, TX, United States including lodging taxes	Traveler		Modify		
16-Oct-2022	Meals and Incidentals	928.00	M&IE expense in Austin, TX, United States	Traveler		Modify		
16-Oct-2022	Pov: Private Auto Authorized	11.38	From Largo, MD 20774, USA to Washington, DC, USA - 18.2 miles @ \$0.625 per mile.	Traveler		Modify	Copy	Delete
16-Oct-2022	Taxi	45.00	Home to Airport	Traveler		Modify	Copy	Delete
30-Oct-2022	Checked Bag Fee	30.00		Traveler		Modify	Copy	Delete
30-Oct-2022	Pov: Private Auto Authorized	10.88	From Washington, DC, USA to Largo, MD 20774, USA - 17.4 miles @ \$0.625 per mile.	Traveler		Modify	Copy	Delete
30-Oct-2022	Taxi	45.00	Airport to Home	Traveler		Modify	Copy	Delete
30-Oct-2022	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 10 of 10
Remark: [REDACTED] Reduced: [REDACTED]

[Add New Expense](#)

Next Step [Back to Step 3: Site Details](#)

Entering a Travel Authorization Cont...

▶ Step 5: Accounting

- ▶ Press the “Select Account Codes” link.
- ▶ When the accounting Code Selection window appears, click on the “Add Account Codes” tab.
- ▶ Enter the POET: Project (P) / Task (T) / Organization (O) / Expenditure Type (E) as provided by the orders issuing authority. Pressing Search after each entry to ensure you entered the code correctly.
 - ▶ Account codes will be provided by the DIRAUX.
- ▶ Once all codes are entered, press “Add and Close”
- ▶ Then press **Save and Next Step**

▶ For C Schools, Refer to guidance on [Page 11](#)

Account Code Selection

Select Account Codes **Add Account Codes**

Add Account Code

Add an account code by entering the segment data in the corresponding fields below and clicking Add. To pre-fill segment data from an existing account code, click on the account code link in the Templates section below.

Project: **Search**

Task: **Search**

Organization: **Search**

Expenditure Type: **Search**

Trip Accounting Code Templates

Add and Close **Add** **Exit Window**

i No account codes selected.

Select Account Codes

Save and Next Step **Save** [Back to Step 4: Expenses](#)

1 [Basic Information](#)

2 [Reservation](#)

3 [Site Details](#)

4 [Expenses](#)

5 **Accounting**

6 [Travel Policy](#)

7 [Summary](#)

Other Actions

Remarks

Attachments


Printable Authorization

Compact Printable Authorization

Daily Expenses Summary

Entering a Travel Authorization Cont...

Step 6: Travel Policy

- ▶ If these blocks are pre-filled, simply press “Save and Next Step”
- ▶ If these options are not already filled in, please select the following:
- ▶ Air Cabin Class:
 - ▶ Coach (Any other class is not authorized without approval from CG-1332)
- ▶ Hotel Booking, Choose whichever is applicable to you.
 - ▶ **IF** you do not require lodging (Staying with family or friend):
 - ▶ No Response
 - ▶ **IF** lodging is being arranged for you by the agency or is on military post:
 - ▶ Using Non-Conventional Lodging
 - ▶ **IF** booking directly with hotel as directed:
 - ▶ Lodging through meeting or conference
- ▶ Rental Car:
 - ▶ For anything that is not “Economy” or “Compact” you will need to justify by selecting from the dropdown. Choose the response that best fits the mission need for the upgraded rental vehicle.
- ▶ Press 

Step 6 : Travel Policy

Traveler Name: [Redacted] Trip ID: 12495050 Authorization Status: New Authorization

⚠ These policy items are incomplete: Air Cabin Class, Rental Car Type, and Hotel Booking.

✅ Accounting information has been saved successfully.

[collapse](#) or [expand](#) all sections

Travel Policy Justifications

Policy Item	Information	Explanation
Air Cabin Class	Select one	
Rental Car Type	Standard	Select one
Hotel Booking	No Reservation	Select one

***Required**

Travel Policy Warnings

Policy Item	Information
Lowest Logical Airfare	No commercial air reservation.
Lowest Compact Car	No commercial rental car reservation.

City Pair Information

All fares listed are one way fares per GSA City Pair Program.


City Pair	Contract Airline	YCA Fare	-CA Fare	-CP Fare	-CB Fare
Washington Dulles International (IAD) > Austin-Bergstrom International Airport (AUS)	SouthWest	192.00	172.00	0.00	0.00
Baltimore (BWI) > Austin-Bergstrom International Airport (AUS)	SouthWest	510.00	350.00	0.00	0.00
Washington Ronald Reagan National Airport (DCA) > Austin-Bergstrom International Airport (AUS)	SouthWest	315.00	240.00	0.00	0.00

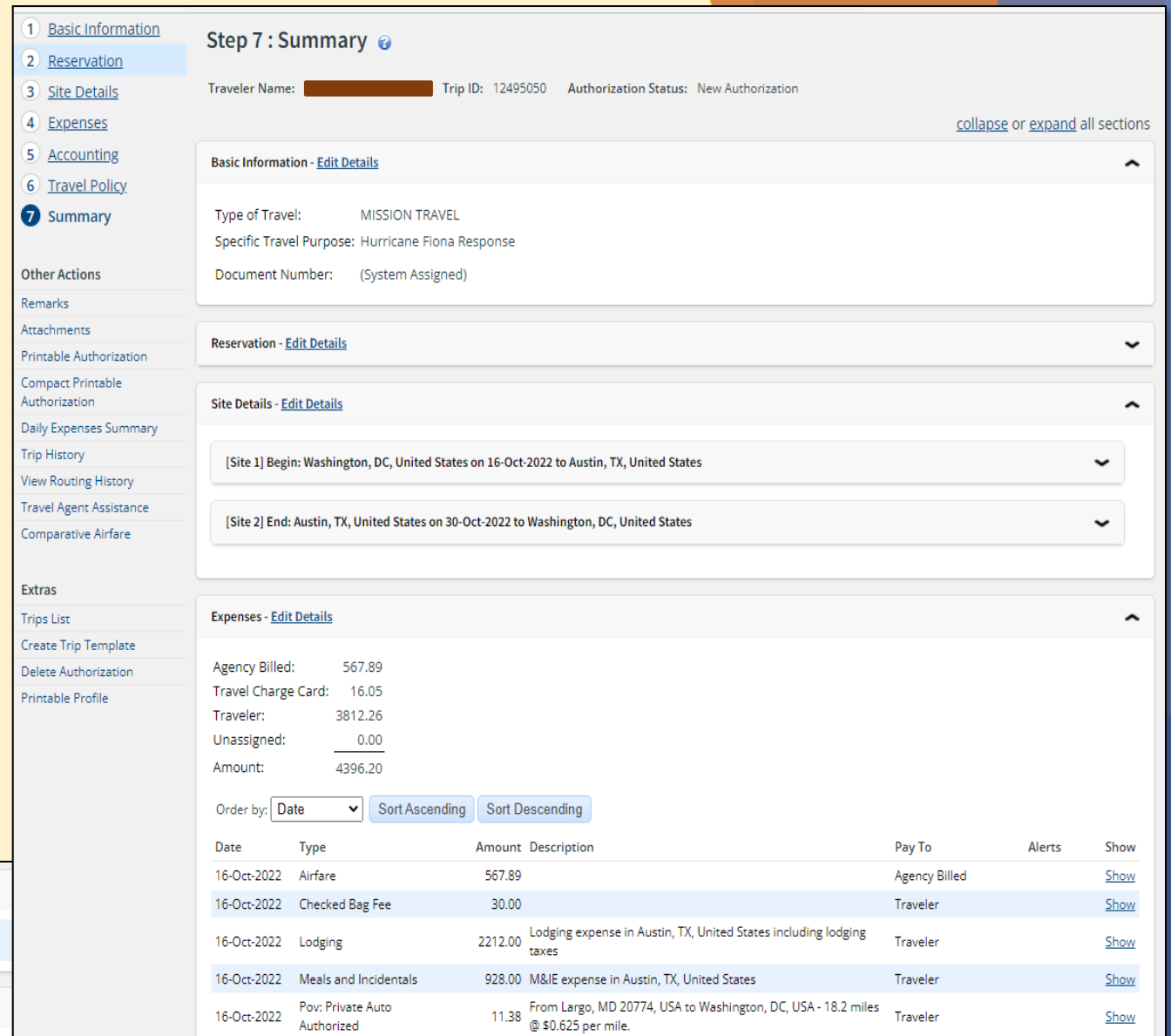
Save and Next Step **Save** [Back to Step 5: Accounting](#)

Entering a Travel Authorization Cont...

▶ Step 7: Summary

- ▶ This page captures the complete authorization request. Review (go back to any of the steps as needed to make changes).
- ▶ Remarks are not normally required. You may leave this blank.
- ▶ Receipts and Attachments may be left blank unless otherwise specified by your order issuing authority. Receipts will be added later during the Voucher process.

▶ Press 



Step 7 : Summary

Traveler Name: [REDACTED] Trip ID: 12495050 Authorization Status: New Authorization

[collapse](#) or [expand](#) all sections

Basic Information - [Edit Details](#)

Type of Travel: MISSION TRAVEL
Specific Travel Purpose: Hurricane Fiona Response
Document Number: (System Assigned)

Reservation - [Edit Details](#)

Site Details - [Edit Details](#)

[Site 1] Begin: Washington, DC, United States on 16-Oct-2022 to Austin, TX, United States

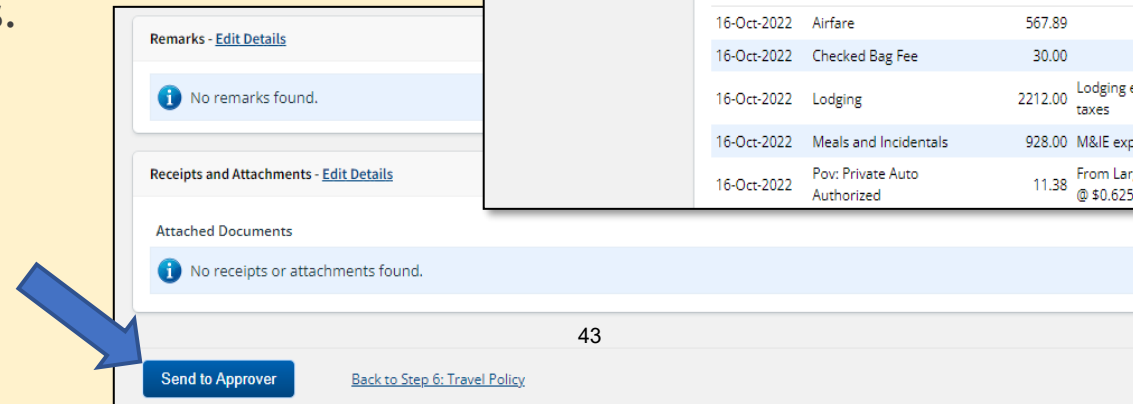
[Site 2] End: Austin, TX, United States on 30-Oct-2022 to Washington, DC, United States

Expenses - [Edit Details](#)

Agency Billed: 567.89
Travel Charge Card: 16.05
Traveler: 3812.26
Unassigned: 0.00
Amount: 4396.20

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Show
16-Oct-2022	Airfare	567.89		Agency Billed		Show
16-Oct-2022	Checked Bag Fee	30.00		Traveler		Show
16-Oct-2022	Lodging	2212.00	Lodging expense in Austin, TX, United States including lodging taxes	Traveler		Show
16-Oct-2022	Meals and Incidentals	928.00	M&IE expense in Austin, TX, United States	Traveler		Show
16-Oct-2022	Pov: Private Auto Authorized	11.38	From Largo, MD 20774, USA to Washington, DC, USA - 18.2 miles @ \$0.625 per mile.	Traveler		Show



Remarks - [Edit Details](#)

Receipts and Attachments - [Edit Details](#)

Attached Documents

No receipts or attachments found.

43

[Send to Approver](#) [Back to Step 6: Travel Policy](#)

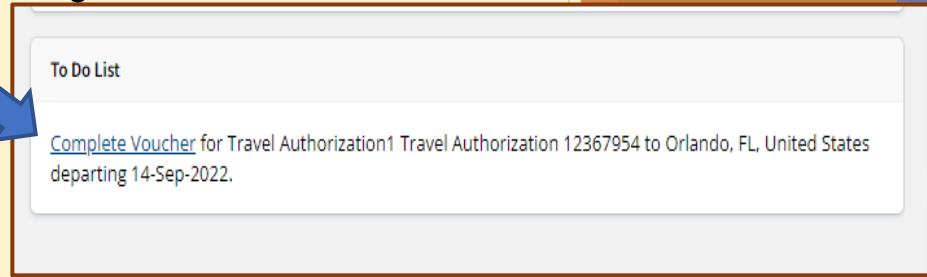
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Entering a Travel Voucher

- ▶ Before you begin, be sure you have the following:
 - ▶ Hotel Receipt showing a \$0 balance due listed.
 - ▶ Rental Car receipt (if applicable).
 - ▶ SATO Invoice for air travel (if applicable).
 - ▶ Any other receipts for expenses that exceed \$75.
- ▶ Tip: Scan your receipts to your local files ahead of time. This way you will have them handy when you get to the final step and need to upload your documents to the Voucher.
- ▶ Tip: To ensure payment, if any changes were made any of the expenses, complete an Amendment to the Authorization first, to update those expenses. Have the amendment approved **PRIOR TO** starting the voucher.
 - ▶ See [page 52](#) for guidance on how to submit an amendment to the travel authorization.

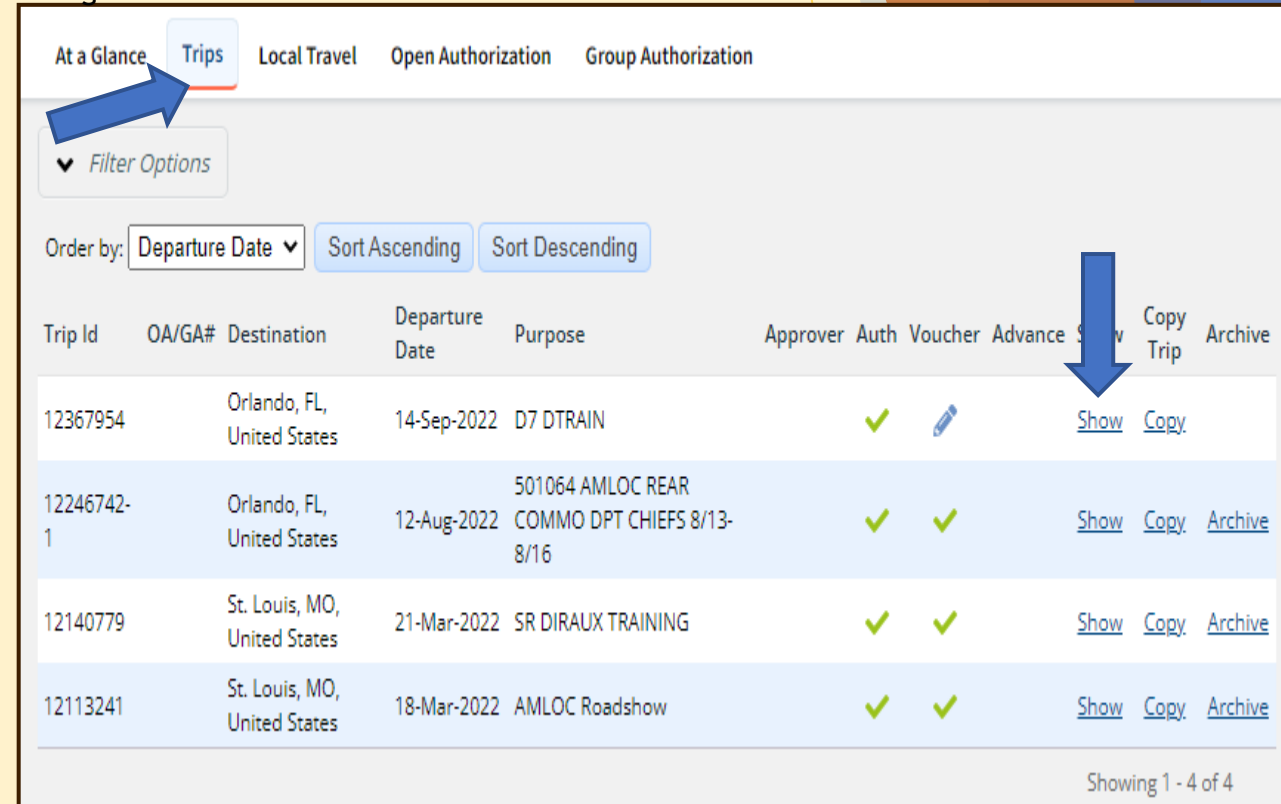
Entering a Travel Voucher Cont...

Image 1:




- ▶ Login to ETS
- ▶ Enter the traveler's profile as the arranger.
 - ▶ Follow guidance on [Pages 19 and 20](#) to enter a traveler's profile.
- ▶ You may open the voucher by selecting **“Complete Voucher”** in the To Do List that will appear on the traveler's home screen (Image 1).
- ▶ You may also navigate to the **“Trips”** tab and select **“Show”** for the trip you wish to voucher (Image 2).

Image 2:



Entering a Travel Voucher Cont...

- ▶ Step 1: Voucher Basic Information
 - ▶ Verify your actual end date
 - ▶ Note: If your travel dates have changed, you will need to amend to your authorization before you can continue.
 - ▶ See [page 52](#) for guidance on how to submit an amendment to the travel authorization.
 - ▶ Select “Final Voucher”
 - ▶ Press 

Trip Dashboard **Voucher**

1 Basic Information
2 Expenses
3 Accounting
4 Summary

Other Actions
Remarks
Attachments
Printable Voucher
Compact Printable Voucher
View Cost Variance Summary
Daily Expenses Summary
Trip History
View Routing History

Extras
Trips List
Create Trip Template
Delete Voucher
Printable Profile

Step 1 : Voucher Basic Information

Traveler Name: [REDACTED] Trip ID: 12367954 Voucher ID: 1 Voucher Type: Incremental Voucher Status: Open Voucher - Obligation Accepted

Basic Information

Type of Travel: TRAINING
Specific Travel Purpose: D7 DTRAIN
Trip Begin Date: 14-Sep-2022
Trip End Date: 18-Sep-2022

Claim Expenses Between:
Begin Date: 14-Sep-2022
End Date:* 18-Sep-2022

Document Number: (System Assigned)
For this trip this is the:* Final Voucher

*Required

Save and Next Step **Save**

Entering a Travel Voucher Cont...

▶ Step 2: Voucher Expenses

- ▶ Expenses on the approved authorization will carry over.
- ▶ Click **Modify** to view a full detail of the expense listed.
 - ▶ If any of these expenses require modification, STOP and go back to the Authorization to complete an amendment.
 - ▶ See [page 52](#) for guidance on how to submit an amendment to the travel authorization.
- ▶ Items in the “Pay To” column that should always be set to “Agency Billed”
 - ▶ Airfare billed to the CBA
 - ▶ TMC Fees billed to the CBA
 - ▶ Voucher Transaction fee.

1 Basic Information

2 Expenses

3 Accounting

4 Summary

Other Actions

Remarks

Attachments

Printable Voucher

Compact Printable Voucher

View Cost Variance Summary

Daily Expenses Summary

Trip History

View Routing History

Extras

Trips List

Create Trip Template

Delete Voucher

Printable Profile

Step 2 : Voucher Expenses

Traveler Name: ██████████ Trip ID: 12367954 Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted

✔ Basic Information has been successfully updated.

Expense Information

Agency Billed: 15.51
 Traveler: 1253.50
 Unassigned: 0.00
 Amount: 1269.01

▼ Filter Options

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
14-Sep-2022	Lodging	258.00	Lodging expense in Orlando, FL, United States including lodging taxes	Traveler		Modify		
14-Sep-2022	Meals and Incidentals	310.50	M&IE expense in Orlando, FL, United States	Traveler		Modify		
15-Sep-2022	Pov: Private Auto Authorized	195.06	From Islamorada, FL, USA to Orlando, FL, USA - 312.1 miles @ \$0.625 per mile.	Traveler		Modify	Copy	Delete
17-Sep-2022	Pov: Private Auto Authorized	195.06	From Islamorada, FL, USA to Orlando, FL, USA - 312.1 miles @ \$0.625 per mile.	Traveler		Modify	Copy	Delete
18-Sep-2022	Parking	100.00	hotel parking	Traveler		Modify	Copy	Delete
18-Sep-2022	Pov: Private Auto Authorized	194.88	From Orlando, FL, USA to Islamorada, FL, USA - 311.8 miles @ \$0.625 per mile.	Traveler		Modify	Copy	Delete
18-Sep-2022	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				


Showing 1 - 7 of 7

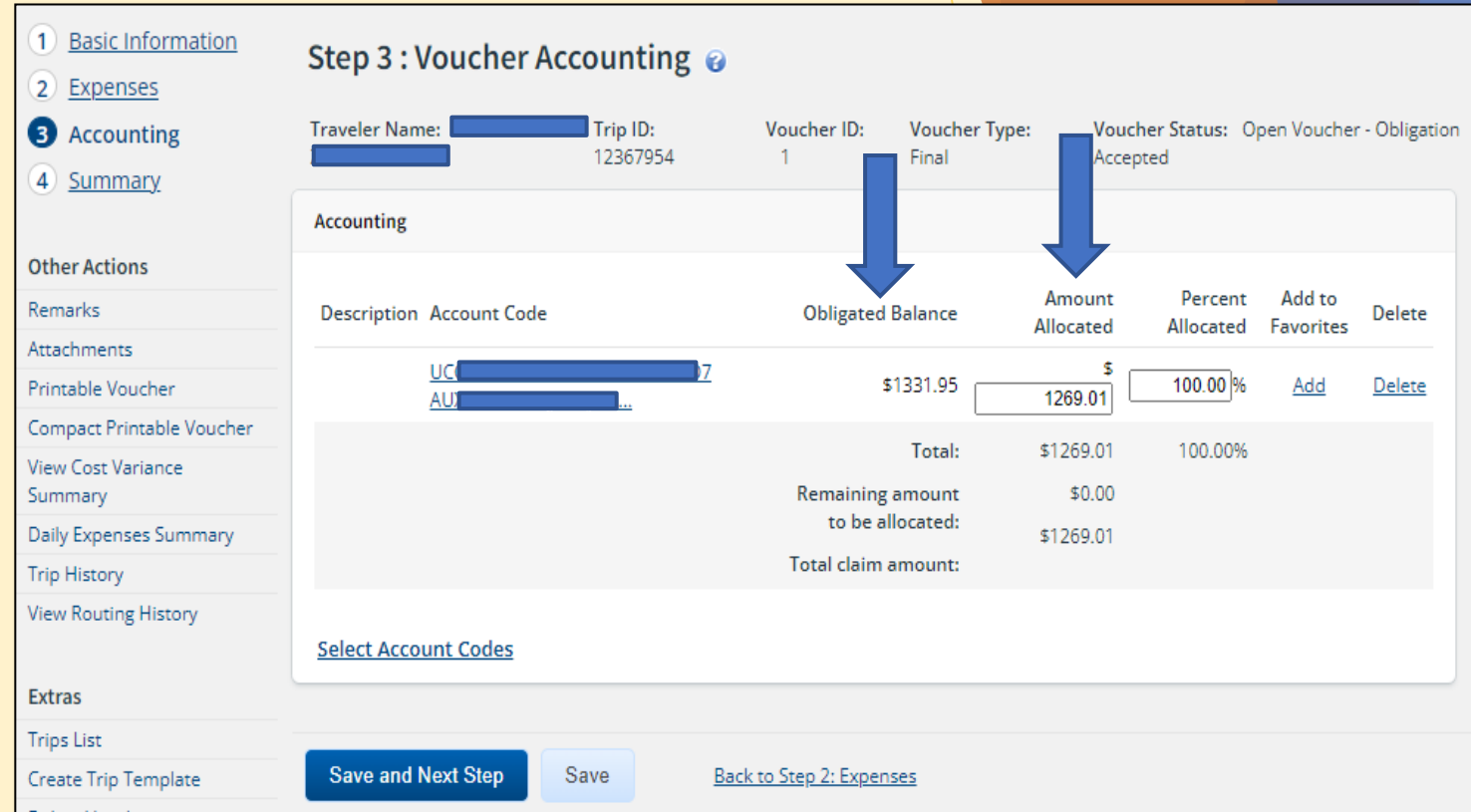
Attachment: 📎 Remark: 🗿 Reduced: 🚫 Credit Card: 🗳️

[Add New Expense](#)
[Add Credit Card Expense](#)

Entering a Travel Voucher Cont...

▶ Step 3: Voucher Accounting

- ▶ Review your budget against the amount you are claiming
 - ▶ Obligated Balance: Original Budget
 - ▶ Amount Allocated: Voucher Amount
- ▶ If the Obligated amount and the Amount Allocated do not match, **STOP** and return to the Authorization to submit an amendment for the cost change.
 - ▶ See [page 52](#) for guidance on how to submit an amendment to the travel authorization.
- ▶ If accounting matches, press 



Step 3 : Voucher Accounting

Traveler Name: [Redacted] Trip ID: 12367954 Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted


Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	UC [Redacted] 7	\$1331.95	\$1269.01	100.00%	Add	Delete
	AU [Redacted] ...					
Total:			\$1269.01	100.00%		
Remaining amount to be allocated:			\$0.00			
Total claim amount:			\$1269.01			

[Select Account Codes](#)

[Save and Next Step](#) [Save](#) [Back to Step 2: Expenses](#)

Entering a Travel Voucher Cont...

▶ Step 4: Voucher Summary

- ▶ Review your expenses.
- ▶ Add your receipts by selecting “Edit Details” next to Receipts and Attachments.
- ▶ Press 
- ▶ Once approved, payment can take up to 10 business days to appear in traveler’s account. Please wait a full 10 business days before reporting non-receipt of payment to your DIRAUX.

1 Basic Information

2 Expenses

3 Accounting

4 Summary

Step 4 : Voucher Summary

Traveler Name: [redacted] Trip ID: 12367954 Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted

i In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months.

✓ Accounting information has been saved successfully.

[collapse](#) or [expand](#) all sections

Basic Information - [Edit Details](#)

Type of Travel: TRAINING

Specific Travel Purpose: [redacted]

Trip Begin Date: 14-Sep-2022

Trip End Date: 18-Sep-2022

Claim Expenses Between:

Receipts and Attachments - [Edit Details](#)

Trip Attachments - Trip ID: 12367954

Uploaded By	Date Submitted	File Name	Show
[redacted]	12-Aug-2022 10:15:32 AM CDT	CG_2070 [redacted].df	Show
E2 Solutions	12-Aug-2022 12:25:10 PM CDT	Authorization Financial System Transaction Record	Show

Trip Attachments - Trip ID: 12367954(1)

Uploaded By	Date Submitted	File Name	Show
[redacted]	21-Sep-2022 10:58:50 AM CDT	[redacted]	Show

[Send to Approver](#) [Back to Step 3: Accounting](#)

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Amending Authorizations

▶ Purpose

1- Prior to Travel: To amend dates or means of travel.

2- Post Travel: To modify travel dates and/or update the actual travel expenses prior to submitting a Voucher.

- ▶ Ensures that the Obligated amount from the Travel Authorization matches the Allocated Amount that will be claimed on the voucher.
- ▶ Based on a **best practice** from the FSMS Fix Team, all modifications to expenses should be amended first, as the 10% rule¹ does not always work in FSMS causing non-receipt of travel payments. When this error occurs, no message is received in ETS. Members are advised to review their bank accounts for payment. If no payment is received within 10 business days, advise the DIRAUX to submit a SNOW ticket to determine the cause and course of corrective action.

¹ 10% Rule: This rule is a calculation built into ETS and FSMS to allow a plus or minus variation in funds obligation between the approved travel authorization and the voucher. Any amount that is greater than 10% will receive a system error, requiring an amendment prior to proceeding.

Amending Authorizations Cont...

- ▶ Navigate to the Trip Dashboard and press

Amend Authorization

Trip Dashboard

Traveler Name: [REDACTED] Trip ID: 13203444


[collapse](#) or [expand](#) all sections

Authorizations ^

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
13-Aug-2023	20-Aug-2023	13203444	\$1048.59	Approved - Obligation Accepted	✓	Show	

Amend Authorization

Amending Authorizations Cont...

- ▶ Review Step 1, amend if needed.
- ▶ Press 

1 Basic Information

2 Reservation

3 Site Details

4 Expenses

5 Accounting

6 Travel Policy

7 Summary

Extras


Trips List

Delete Authorization not allowed at this time

Cancel/Delete Advance not allowed at this time

Printable Profile

Step 1 : Basic Information

Traveler Name:  Trip ID: New Authorization Status: New

Basic Information


Type of Travel:*

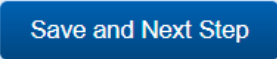
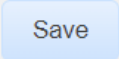
Specific Travel Purpose:*

Document Number: (System Assigned)

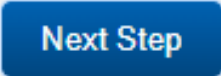
*Required

Travelers for this trip:**


Name	Relationship
 There are no existing dependents. Go to Manage Dependents to add dependent(s) for travel.	


 

Amending Authorizations Cont...


- ▶ Review Reservations (if applicable)
- ▶ If there were changes to the itinerary, press the “**Refresh Reservation Details**” link to update the data shown.
- ▶ Press 

Step 2 : Reservation

Traveler Name:  Trip ID: 13203444-1 Authorization Status: Reservations Booked

 Your last date to ticket this reservation is 10-Aug-2023.


Confirmation Number: ZMRWDV

Air 

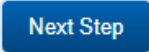
Departure Date	From	To	Fare Type	Cabin Class	Flight #	Vendor	Last Update	Vendor Confirmation	Change Existing Reservation
Sunday, August 13, 2023 12:33pm	Ronald Reagan National (DCA)	Orlando International Airport (MCO)	YCA	ECONOMY	2509	American Airlines	Friday, July 14, 2023	CAQMSI	Change Existing Reservation
Sunday, August 20, 2023 11:39am	Orlando International Airport (MCO)	Ronald Reagan National (DCA)	YCA	ECONOMY	1787	American Airlines	Friday, July 14, 2023	CAQMSI	Change Existing Reservation

Fare Type: | YCA: Govt contract fare | -CA: Govt contract fare limited availability | -CP: Govt contract fare premium economy | -CB: Govt contract fare business class | -DG: Govt non-contract fare limited availability | REF: Refundable fare | NRF: Non-refundable fare

Ticket Data

 No ticket data available.

[Make New Reservation](#)
[Manage Trip Reservations](#)
[Refresh Reservation Details](#)

 [Back to Step 1: Basic Information](#)





Amending Authorizations Cont...


- ▶ If travel dates or locations have changed, amend your dates here.
- ▶ Press **Save and Next Step**


Step 3 : Site Details


Traveler Name: [REDACTED] Trip ID: 13203444-1 Authorization Status: Reservations Booked [collapse](#) or [expand](#) all sections


[Site 1] Begin: Largo, MD, United States on 13-Aug-2023 to Orlando, FL, United States 


Departing Date:* 

Departing Time:* 


Departing From: * 


Going To:* 

Arrival Date:* 


Mode of Transportation:* 


Reason For Stop:* Temporary Duty


[Site 2] End: Orlando, FL, United States on 20-Aug-2023 to Largo, MD, United States 


Returning Date:* 

Returning From: Orlando, FL, United States

Returning To:* 

Arrival Date:* 

Arrival Time:** 

Mode of Transportation:* 

*Required
**Required if trip duration is less than three days

[Back to Step 2: Reservation](#)

Amending Authorizations Cont...

- ▶ Review and Modify expenses as needed by selecting the “Modify” button next to the expense.
- ▶ Ensure the “Pay To” column is accurate for each expense.
 - ▶ CBA - Agency Billed
 - ▶ Traveler - Traveler
- ▶ Once all modifications are complete, Press [Next Step](#)

Step 4 : Expenses

Traveler Name: XXXXXXXXXX Trip ID: 13203444-1 Authorization Status: Reservations Booked

Expense Information

Travel Charge Card: 305.88
 Traveler: 742.71
 Unassigned: 0.00
 Amount: 1048.59

[Filter Options](#)

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
13-Aug-2023	Airfare	279.80	Commercial Plane expense generated from Confirmation Number: ZMRWDV	Travel Charge Card		Modify	Copy	Delete
13-Aug-2023	Lodging	405.66	Lodging expense in Orlando, FL, United States including lodging taxes	Traveler		Modify		
13-Aug-2023	Meals and Incidentals	241.50	M&IE expense in Orlando, FL, United States	Traveler		Modify		
13-Aug-2023	Pov: Private Auto Authorized	12.38	From Largo, MD 20774, USA to Ronald Reagan Washington National Airport (DCA), 2401 Ronald Reagan Washingto... - 18.9 miles @ \$0.655 per mile.	Traveler		Modify	Copy	Delete
13-Aug-2023	TMC Fee (Online with Air or Rail)	9.58	Estimated TMC Fee expense generated from Confirmation Number: ZMRWDV	Travel Charge Card		Modify	Copy	Delete
13-Aug-2023	Transportation Network Company - Lyft/Uber	35.00	Airport to Hotel	Traveler		Modify	Copy	Delete
20-Aug-2023	Pov: Private Auto Authorized	13.17	From Ronald Reagan Washington National Airport (DCA), 2401 Ronald Reagan Washingto... to Largo, MD 20774, USA - 20.1 miles @ \$0.655 per mile.	Traveler		Modify	Copy	Delete
20-Aug-2023	Transportation Network Company - Lyft/Uber	35.00	Hotel to Airport	Traveler		Modify	Copy	Delete
20-Aug-2023	Voucher Transaction Fee	16.50	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 9 of 9
 Remark: Reduced:

[Add New Expense](#)

[Next Step](#) [Back to Step 3: Site Details](#)

Amending Authorizations Cont...

- ▶ In this step, you will see the Obligated Balance (originally approved amount) and the Amount Allocated (newly requested amount) listed. These are expected to be different here.
- ▶ simply review and press **Save and Next Step**

Step 5 : Accounting

Traveler Name: [REDACTED] Trip ID: 13203444-1 Authorization Status: Reservations Booked

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
FY23CSchool	UGCITE0CCS12TRAVEL70098 COMMANDANT (CG-5F) (2100C...	\$1048.59	\$ <input type="text" value="1251.32"/>	<input type="text" value="100.00"/> %	Add	Delete
		Total:	\$1251.32	100.00%		
		Remaining amount to be allocated:	\$0.00			
		Total claim amount:	\$1251.32			

[Select Account Codes](#)

Save and Next Step [Back to Step 4: Expenses](#)

Amending Authorizations Cont...

▶ Review Travel Policy

▶ Press **Save and Next Step**

Step 6 : Travel Policy

Traveler Name: [REDACTED] Trip ID: 13203444-1 Authorization Status: Reservations Booked


[collapse](#) or [expand](#) all sections

Travel Policy Justifications


Policy Item	Information	Explanation
Air Cabin Class	<input type="text" value="Coach"/>	Within policy
Contract Carrier	American Airlines	<input type="text" value="Contract fare used/no contract fare exists"/>
Lowest Logical Airfare	See Travel Policy Warnings	<input type="text" value="LLA schedule conflicts with mission schedule"/>
Hotel Booking	No Reservation	<input type="text" value="Lodging through Meeting-Conference"/>


Save and Next Step Save [Back to Step 5: Accounting](#)

Amending Authorizations Cont...

- ▶ Review the Summary Page
- ▶ Press 

Step 7 : Summary

Traveler Name:  ID: 13203444-1 Authorization Status: Reservations Booked

 Your last date to ticket this reservation is 10-Aug-2023.


[collapse](#) or [expand](#) all sections

Basic Information - [Edit Details](#)

Type of Travel: TRAINING
Specific Travel Purpose: 501561, JRDIRAUX TRNG, 13-16 AUG 2023
Document Number: 70Z0TDY23095772


Reservation - [Edit Details](#)

Confirmation Number: ZMRWDV

Air 

Departure Date	From	To	Fare Type	Cabin Class	Flight #	Vendor	Last Update	Vendor Confirmation
Sunday, August 13, 2023 12:33pm	Ronald Reagan National (DCA)	Orlando International Airport (MCO)	YCA	ECONOMY	2509	American Airlines	Friday, July 14, 2023	CAQMSI
Sunday, August 20, 2023 11:39am	Orlando International Airport (MCO)	Ronald Reagan National (DCA)	YCA	ECONOMY	1787	American Airlines	Friday, July 14, 2023	CAQMSI

Fare Type: | YCA: Govt contract fare | -CA: Govt contract fare limited availability | -CP: Govt contract fare premium economy | -CB: Govt contract fare business class | -DG: Govt non-contract fare limited availability | REF: Refundable fare | NRF: Non-refundable fare

 [Back to Step 6: Travel Policy](#)

Appendix A. Acronyms

- ▶ -CA Government Contracted Fare (deeply discounted far with limited availability)
- ▶ AO Authorizing Official
- ▶ AUXTA Auxiliary Travel Arranger
- ▶ CBA Centrally Billed Account
- ▶ CG Coast Guard
- ▶ DA Direct Access
- ▶ DIRAUX Director of Auxiliary
- ▶ ETQC Education Training Qualifications Center
- ▶ ETS Electronic Travel System
- ▶ E2 E2 Solutions, Name of Electronic Travel System
 - ETS and E2 may be seen and used interchangeably.
- ▶ FM Funds Manager
- ▶ FSMS Financial Systems Modernization Solution Federal
- ▶ FTR Travel Regulation
- ▶ GSA U.S. General Services Administration Joint Travel
- ▶ JTR Regulations
- ▶ OIA Orders Issuing Authority
- ▶ POET Project | Organization| Expenditure type | Task
- ▶ POV Privately Owned Vehicle
- ▶ SNOW Service Now (trouble ticket system for FSMS)
- ▶ TDY Temporary Duty
- ▶ TMC Travel Management Center
- ▶ YCA Government Contracted Fare (last seat availability, usually higher price than -CA fare)

Appendix B.

Policy-Constructed Cost

Member flying to Leave location enroute to TDY

- ▶ Member receives orders to travel to Mobile, AL. Member's home is Washington, DC. Member wants to combine leave with official travel and include a leg on the departure trip to Seattle, WA.
 - ▶ The first leg of member's trip includes a leave location. They will purchase their tickets commercially to be reimbursed up to the policy constructed cost.
 - ▶ The second leg of member's trip (return trip) is official travel between TDY and home sites and may purchase the tickets using the TMC and may be billed to the CBA.
- ▶ Policy Constructed Cost for first leg of travel between DCA - MOB: (policy constructed cost estimates only take into consideration the authorized points of travel, in this case, their Home in Washington, DC and their TDY site in Mobile, AL.)
 - ▶ 2023 YCA fare between DCA and MOB (one way) = \$205.00
 - ▶ Add the 2023 SATO Fee of \$40.82
 - ▶ Total policy-constructed cost = **\$245.82.**
- ▶ Actual cost of tickets for leisure travel
 - ▶ Between DCA - SEA = \$178.00
 - ▶ Between SEA - MOB = \$345.00
 - ▶ Total leisure travel = **\$523.00**
- ▶ Reimbursable amount is the Policy constructed cost or the actual ticket cost, which-ever is less. In this example, the member will be reimbursed \$245.82 for the first leg of travel.

[Go back to page 8](#)

Appendix B.

Policy-Constructed Cost

Member elects to drive their POV to TDY site

- ▶ Member receives orders to travel to Orlando, FL. Member's home is Nashville, TN. Member elects to drive their POV to TDY site.
 - ▶ One way travel between Nashville, TN and Orlando, FL is 1000 Miles.
 - ▶ Because this trip is greater than 400 miles one way (or) 800 miles round trip. Use of the POV is not advantageous to the Government and member will be reimbursed up to the policy-constructed cost for their POV travel.
- ▶ Policy Constructed Cost between Nashville, TN (BNA) and Orlando, FL (MCO):
 - ▶ 2023 YCA fare between BNA and MCO (one way) = \$400.00
 - ▶ Multiply by 2 to get the round trip = \$800
 - ▶ Add the 2023 SATO Fee of \$40.82
 - ▶ Total policy-constructed cost = **\$840.82**
- ▶ Estimate for Mileage between Nashville, TN and Orlando, FL (using FY23 TDY mileage rate of \$.655/mile)
 - ▶ 686 miles one way x 2 = 1372 miles round trip
 - ▶ $1372 \times .655 = \$898.66$.
 - ▶ Total mileage estimate to drive POV = **\$898.66**
- ▶ Travel time: Member is only authorized 1 travel day each way, regardless of the actual amount of time it takes for them to make the drive. Additional costs such as overnight stays and added meal costs are not reimbursable expenses.
- ▶ Reimbursable amount is the Policy constructed cost or the actual cost to drive, which-ever is less. In this example, the member will be reimbursed **\$840.82**.

[Go back to page 8](#)